Benevo

Best Use of Technology for Our Earth

UltraPen Mobile Digital Pen Tablet

User Manual

Innovative Ultrasonic technology to capture handwriting accurately.

Freedom to write and draw on any paper anywhere.

Efficient way to convert your notes into digital texts and files.

This user manual describes the installation and operation of UltraPen's hardware and software. The major contents are:

Hardware

- ✓ **Digital Pen** - How to install and use
- ✓ **Receiver** – Getting to know about the portable Receiver and how to use it.

Software

- ✓ **Note Manager** - How to install and use the UltraPen with your computer.
- ✓ **Handwriting Recognition** - How to install OCR software and transfer handwriting to text.

Notes and Contact Information

Table of Contents

DIGITAL PEN 5

SETTING UP YOUR PEN 6

Installing/Replacing an Ink Refill into the Pen 6

Installing/Replacing Pen Batteries 10

ULTRAPEN RECEIVER 11

GETTING TO KNOW ABOUT ULTRAPEN RECEIVER 12

Reset the Receiver 13

Receiver's LCD function 13

Receiver Connector 14

Batteries in the Receiver 14

Mounting your Receiver to Paper 15

Receiver Coverage area 16

Power Save mode (in mobile Mode) 16

SETTING UP YOUR HARDWARE 16

OFF-LINE (MOBILE) MODE 17

ON-LINE MODE 17

SOFTWARE SUITE MANUAL 20

SYSTEM REQUIREMENTS 21

SETTING UP YOUR DESKTOP SOFTWARE 21

Installing the Software of Note Manager 21

SETTING UP YOUR PERFERANCE 22

Receiver orientation preferences 22

Note Mode 22

Uploading Notes to your PC 24

CREATING NOTES 26

The Notes Toolbar 26

Saving Notes 27

Printing Notes 29

Setting Your Preferences 30

THE NOTE MANAGER 33

Note Manager Menus 33

Note Manager Toolbox 36

Managing Folders *37*
Backup and Restore Notes Database *41*
Exporting to JPEG *43*
Exporting to a Data format file *44*
Importing a Data format file *44*
THE NOTE EDITOR 45
Note Editor Menus *45*
Note Editor Toolbars *47*
Editing Notes *49*
Selecting Pen Style *50*
SENDING NOTES 51
Sending notes by email *51*
Sending notes over the local network *52*
RECEIVING NOTES 53
OVER THE LOCAL NETWORK 53
OTHER APPLICATIONS 54
Setting a Reminder *54*
Creating Sticky Notes *56*
Creating Paper holder Notes *58*
APPLICATION TRAY ICON 60
MYSCRIPT® NOTES CHARACTER RECOGNITION APPLICATION 61
Installing MyScript® Notes *61*
Before Usage statement *63*
Exportable objects from Note manager *64*
to MyScript® Notes *64*
Exporting objects *64*
TAKING CARE OF YOUR ULTRAPEN 66
Storing your UltraPen *66*
Cleaning your UltraPen *66*
Limited Warranty *66*
Contact us *67*

DIGITAL PEN

General Overview

UltraPen Mobile Digital Pen Tablet (UltraPen) is a unique device that captures notes handwritten on plain paper, stores the notes to Receiver memory and uploads them to a PC. The device consists of a Digital Pen and a portable Receiver. The Pen uses a patented technology combining Ultrasound and Infrared technologies with sophisticated algorithms to enable an accurate tracking and positioning system that tracks the movement of the tip of the pen on any surface and converts the movement into a vector image of the user's handwriting.

The *UltraPen* can capture and store up to 199 A4 pages in its Receiver. If each page writes full of words, the Receiver may store up to 50~80 pages. At home or in the office, the user can connect the Receiver to the PC using the USB cable, then upload and manage the saved notes.

SETTING UP YOUR PEN

WARNING :

Do not attempt to open the Digital Pen. This may cause the pen to malfunction.

When you pick up the pen, find a position that is comfortable for you; be careful to hold the pen in a way that does not block the signals sent from the tip of the pen to the Receiver.

Installing/Replacing an Ink Refill into the Pen

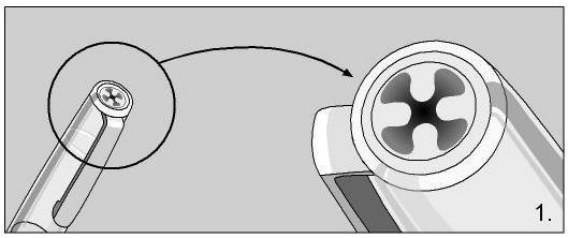
The top of the pen cap also functions as an ink refill extractor. But if the plastic refill is placed inside the pen, please pull it out directly by your fingertip without using the pen cap, so the tip of plastic refill won't wear out.

NOTE:

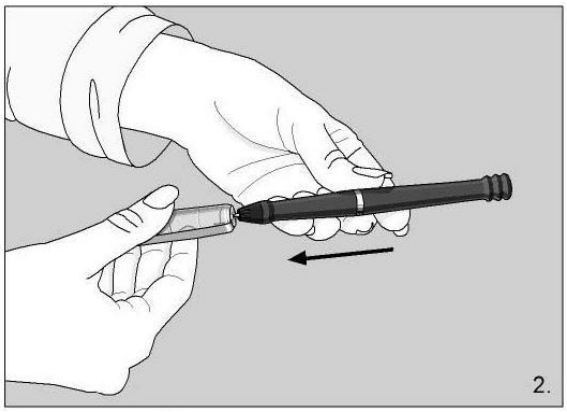
Make sure you use a refill that is similar to the original **(standard refill 67.0 mm long X 2.35 mm diameter).**

To replace the ink refill :

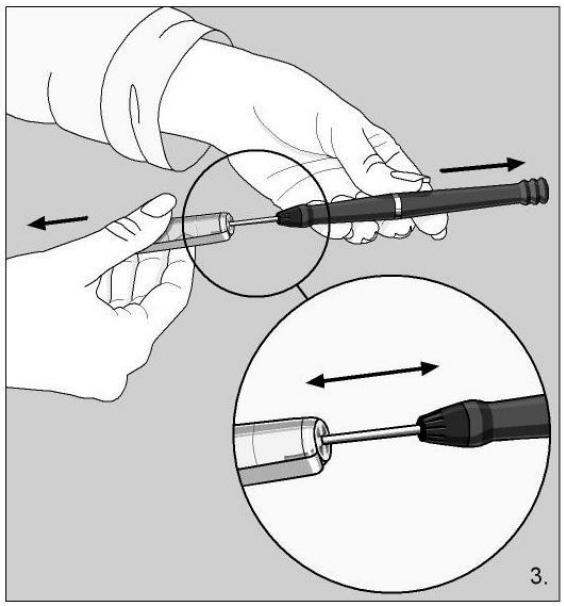
1. Detach the cap from the Digital Pen.



2. Place the ink refill in the middle of the extractor. Hold the pen firmly, and apply pressure with the extractor against it.

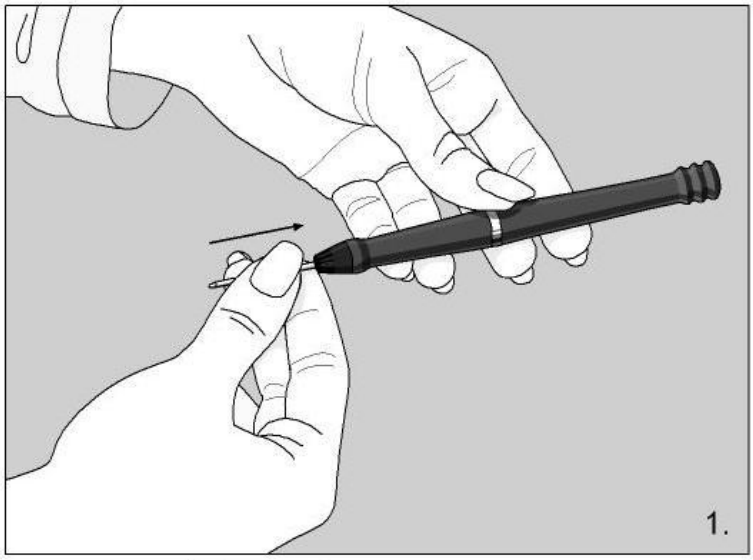


3. Pull the used refill out.

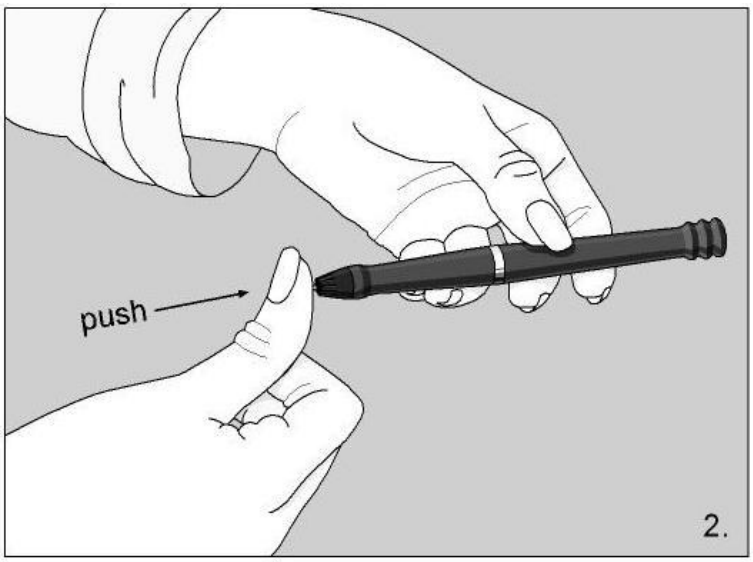


To insert a new refill :

1. Slide the new refill into the tip of the pen.



2. Gently press the new refill until it is lodged securely in place.



NOTE:

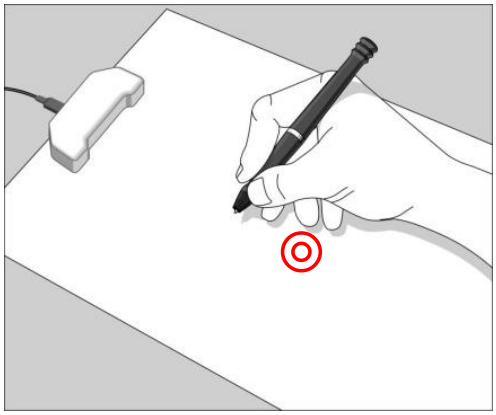
Replace plastic refill into the pen when you want to use Digital Pen in **Mouse mode** for a long time and operate like pen tablet on a smooth surface.

Don’t worry and take it easy to use, the plastic refill does not block the signal sent from the tip of the pen to the Receiver.

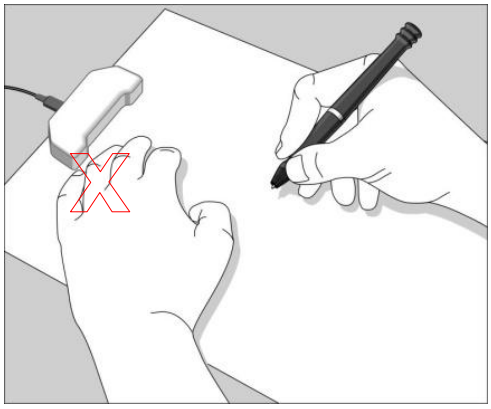
Important notice:

When you are writing with the Digital Pen, please be careful to hold the pen in a way that does not block the signals sent from the tip of the pen to the Receiver.

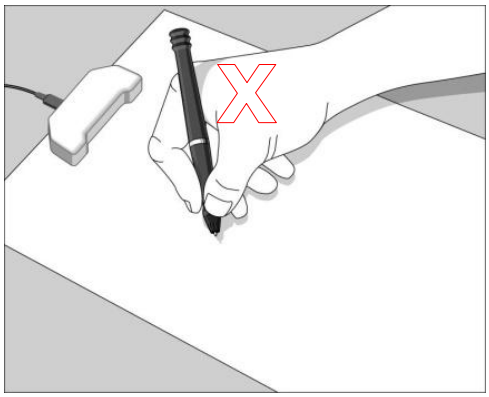
(Like below sign of X)



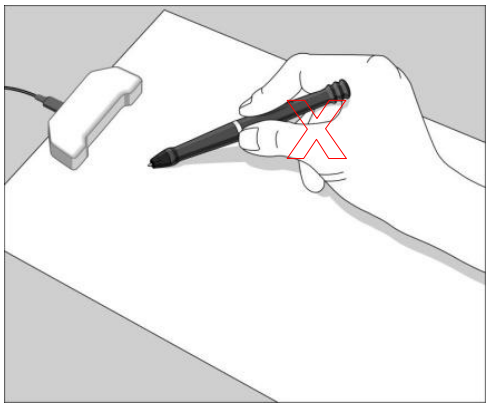
Hold the pen firmly and write normally.



Do not block the Receiver with your hand.



Do not place your hand between the pen and Receiver.



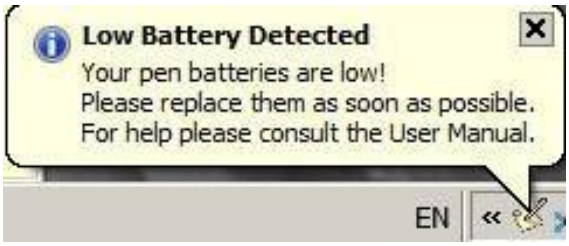
Do not hold the pen like a paintbrush.

Installing/Replacing Pen Batteries

To insert a new pen battery :

1. Remove the battery compartment cover.
2. Install two SR41 batteries, with the positive poles facing up as shown (**Use the enclosed SR41 batteries or batteries with the same specification**).
3. Replace battery compartment cover.

When your Pen battery runs low, the following message appears on your screen:


Low Battery Detected
Your pen batteries are low!
Please replace them as soon as possible.
For help please consult the User Manual.
EN

This warning will continuously display on each new note and the application tray icon in the system tray changes to reflect the status until the batteries are replaced.

Tray icon indication, for Pen low battery,in Note Mode

Tray icon indication, for Pen low battery, in Mouse Mode

NOTE:

- Batteries may be safely disposed of in normal household waste. Contact your local government for disposal or recycling practices in your area.
- Risk of explosion if battery is replaced by an incorrect type.
- Lifetime of the batteries may vary and cannot be guaranteed.
- Supplied batteries are good for initial use only.

ULTRAPEN RECEIVER

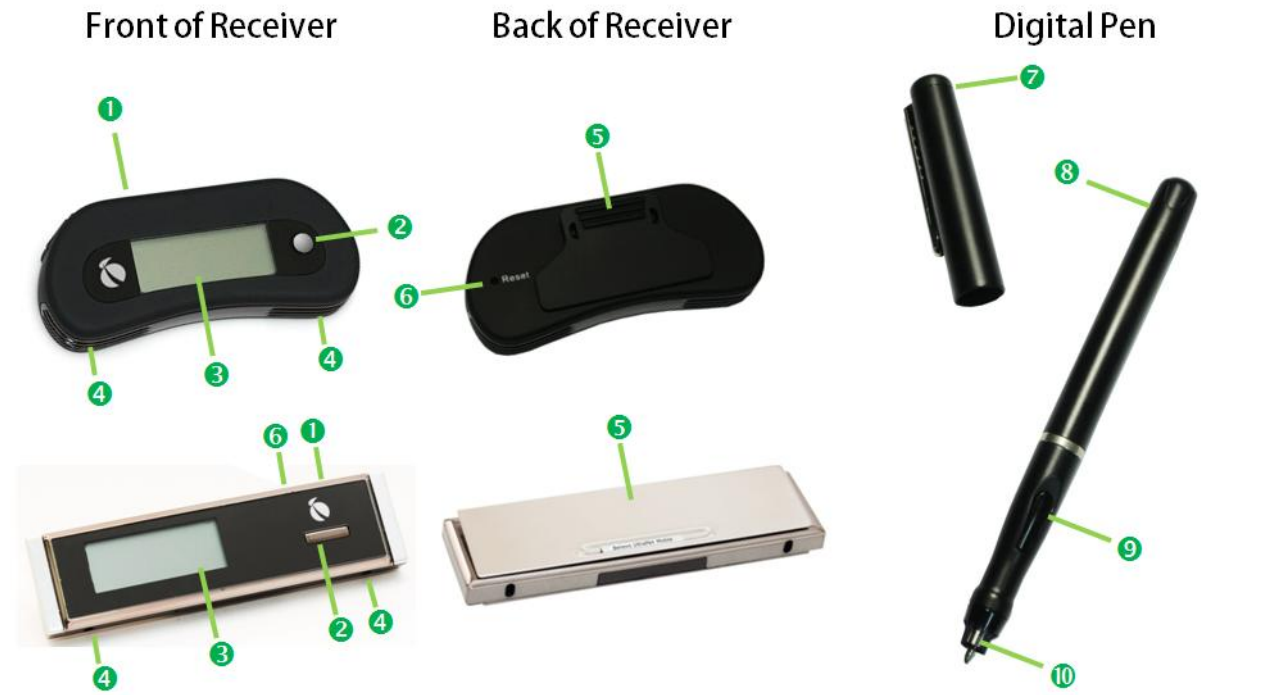
General Overview

Your hardware includes the Digital Pen and the UltraPen Receiver.

Before you begin working with your ***UltraPen Receiver***, make sure that there is an ink refill and batteries in the pen.

GETTING TO KNOW ABOUT ULTRAPEN RECEIVER

The Receiver consists of an LCD for status indications, it also consists of a single button allowing you to turn the unit ON and OFF, as well as creating a new file.



❶Mini USB Port
❷ON/OFF/New Note button
Press shortly to create a new note.
Press and hold for about 5 seconds to turn on the unit.
❸LCD display
❹Ultrasonic Positioning
❺Paper clip
❻RESET (Used to reset the unit)
❼Refill extractor
❽Battery Compartment
❾Mouse right click
❿Ultrasonic signal transmit

NOTE: In standby mode, the unit will power off automatically after 60 minutes of idle time.

RESET THE RECEIVER

The Receiver has a RESET button on the back or in its side. It is used to reset the Receiver when it has no respond. To reset the Receiver, stab into the hole with a tip.

RECEIVER'S LCD FUNCTION

Use the LCD to view status indications.

Sign	Name	On when	Off when	Blinks when
	Receiver is Connected	Receiver is connected to PC	Receiver is NOT connected to PC	Data is uploaded to PC
	Memory FULL	Receiver Memory is 90% full. It is highly recommended to upload your files to your PC and delete them from memory!	Less than 90% capacity used	Never
	Pen Low Battery	Low Pen battery	Pen Battery good	Low Pen battery
	Receiver Low battery	Full	Receiver is Off	Charging
	Note Mode	Pen down/Pen move	Mouse Mode	Pen down/Pen move
	Mouse Mode	Pen down/Pen move	Note Mode	Pen down/Pen move
	Number of saved notes in memory	Always	Receiver is Off	Memory full or Error

RECEIVER CONNECTOR

Use the UltraPen's mini USB connector to plug in the USB cable (included in the package), which connects the Receiver with the PC when uploading notes.

NOTE:

The USB cable (included in the package) plugs into the Receiver Connector and is used for the following:

- Charging the Receiver.
- Uploading notes from the Receiver memory to the PC.
- Working in Connected Mode.
- Firmware updates.

BATTERIES IN THE RECEIVER

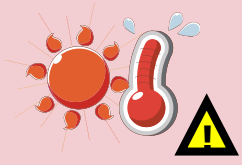
Your UltraPen includes a rechargeable internal battery. Each time you connect your Receiver to your PC USB port, the battery is being charged.

Full charge time takes 3~3.5 hours, and it can provide 6~8 hour mobile operation.

Receiver Low battery sign will blink in the LCD until the Receiver's battery is being fully charged.

⚠ **Warning:**

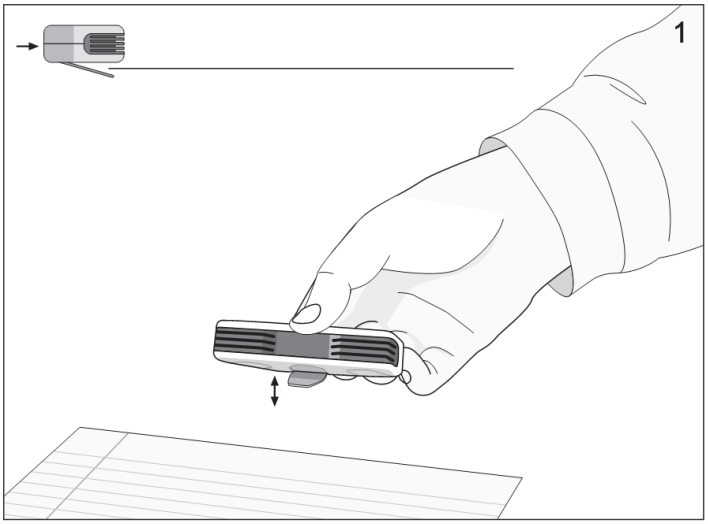
Please DO NOT place the device under high temperature or approach fire place.



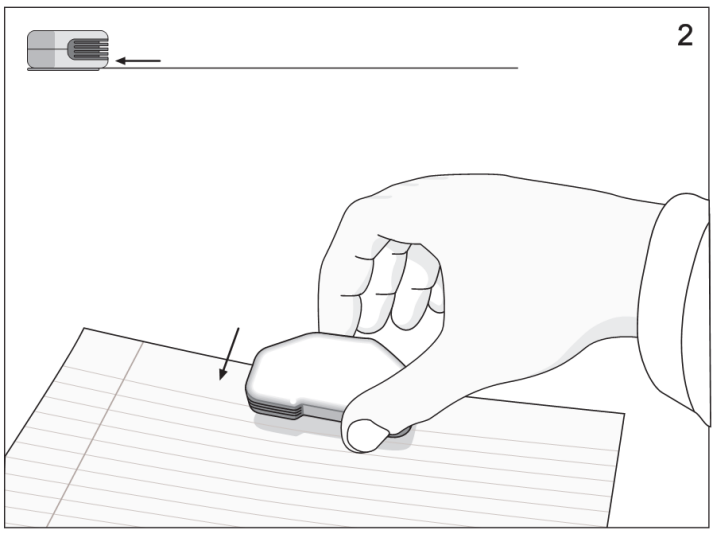
MOUNTING YOUR RECEIVER TO PAPER

Clip the Receiver to the paper. Your UltraPen can support a paper size of up to A4 size. The following illustrations show how to clip the Receiver to the paper.

1. Hold the Receiver and gently press the clip.



2. Slide the Receiver into the paper's top center.



NOTE:

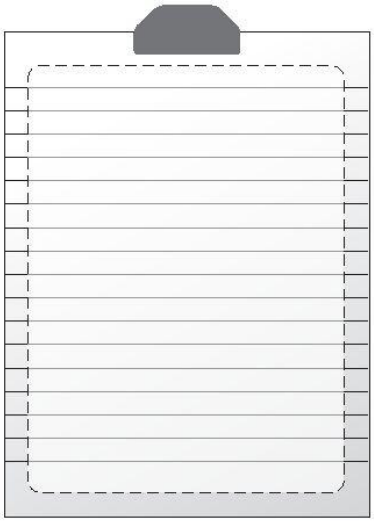
Do not move or overturn the Receiver when you are using the Receiver. Moving or overturning it may result in mixed strokes or other fatal errors.

RECEIVER COVERAGE AREA

The right image illustrates the coverage area of your Receiver.

The striped line illustrates the covered area.

(Please keep at least 1.5cm from the unit).



POWER SAVE MODE (IN MOBILE MODE)

In order to save power from the rechargeable battery, while in mobile mode, if there is no activity (Meaning: No Pen usage nor key press on Receiver), your Receiver will automatically shut down in 60 minutes. Your note will be automatically saved.

To exit power save mode, simply press the Receiver top button to turn it on.

NOTE:

This will start a new Note (File), if required, you can later link previous page with the new page in Note Manager software.

Setting Up Your Hardware

The UltraPen Receiver requires no installation. Simply plug your Receiver into a free USB port in your PC. Your Windows should detect it automatically.

OFF-LINE (MOBILE) MODE

The UltraPen provides two working modes: Off-line (Mobile) and On-line (Connected) mode to take handwritten notes or drawings. The off-line mode or called mobile mode enables you to capture and store important notes in meetings, conferences, lectures or at home.

Using it in Off-line Mode

1. Slide the Receiver into the paper's upper edge and make sure the Receiver is in the center.
2. Press and hold the ON/OFF button for 5 seconds, until the number of saved notes signal appears on Receiver's LCD to turn on the Receiver.
3. Pick up the Digital Pen and start writing.
   NOTE: Be careful to hold the pen in a way that does not block signals sent from the tip of the pen to the Receiver unit.
4. Once you've completed one page, shortly press the ON/OFF button to save current page and start a new page. On the Receiver's screen, you can see the page number added by one.
5. All notes are stored in the Receiver memory. You can upload them to a PC for viewing, editing, or email.

NOTE:

In order to avoid overlapping tracking on the same page and result fatal errors, please don't forget to press the ON/OFF button whenever you've completed writing, or you would write on the next page.

ON-LINE MODE

The UltraPen also works when it is connected with PC, which is called On-line mode.

In on-line mode, the UltraPen supports ***Note mode*** and ***Mouse Mode*** .

Note Mode

It will activate Note window of Note Manager. Please refer to below chapter of 'Software Suite Manual' → 'Creating Note'.

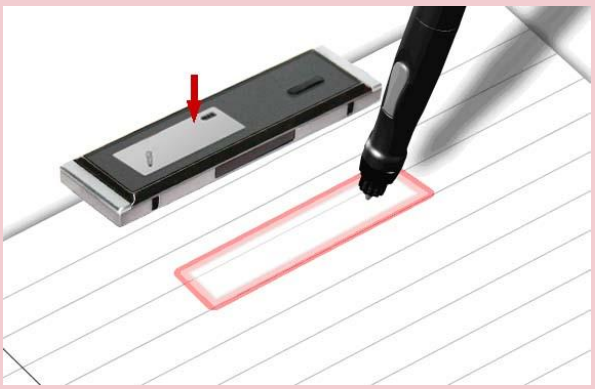
Mouse Mode

The Digital Pen also acts as a mouse with features like hovering, left and right clicks. Tip the pen one or two times on the paper or click the side button one or two times, act as mouse to click or double-click to an object. Or press the tip of the pen a bit longer on the paper to make 'Right Click' cursor appear.

Additionally, there are some applications you can use digital pen to input handwriting (for example: Win Vista or Win 7 Premium). Through the applications of using Digital Pen in mouse mode, you can draft by natural handwriting easily, instead of simulating handwriting by traditional mouse. With Windows Vista or Windows 7 Premium edition, you can turn your computer's input function like Tablet or Tablet PC.

Additional remarks :

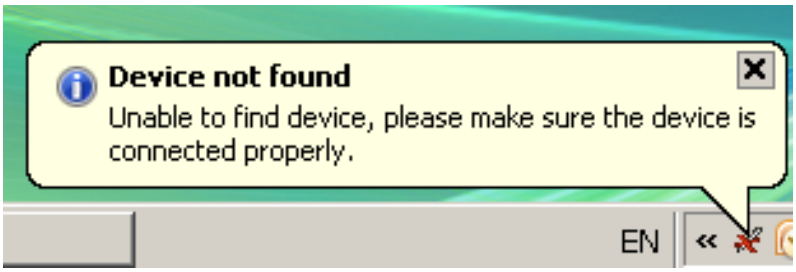
When you are ready to create handwritten notes, switch your Receiver into Note mode. You can do this by either pressing the button on the top of the unit, or tapping the pen once in the small area directly in front of the unit. The appropriate LCD icon will turn on.



Port Auto-Detection

Once you launch the application, the Note Manager software automatically detects your hardware.

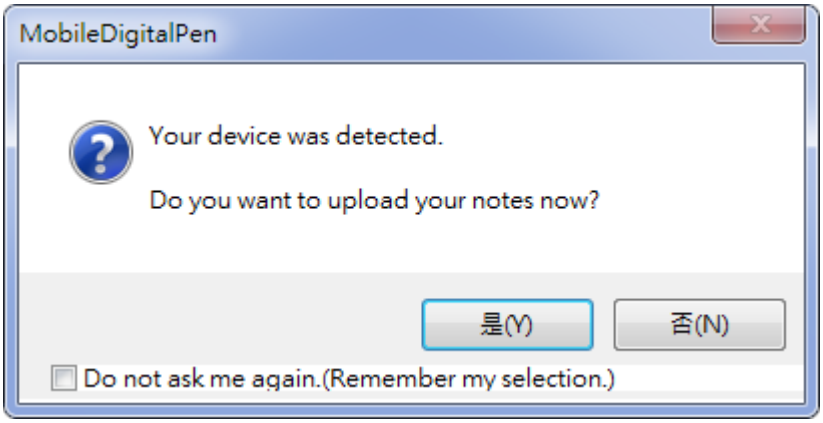
The application automatically searches all ports in order to detect the hardware. If it is unable to locate the connection, the Hardware Detection dialog box appears.



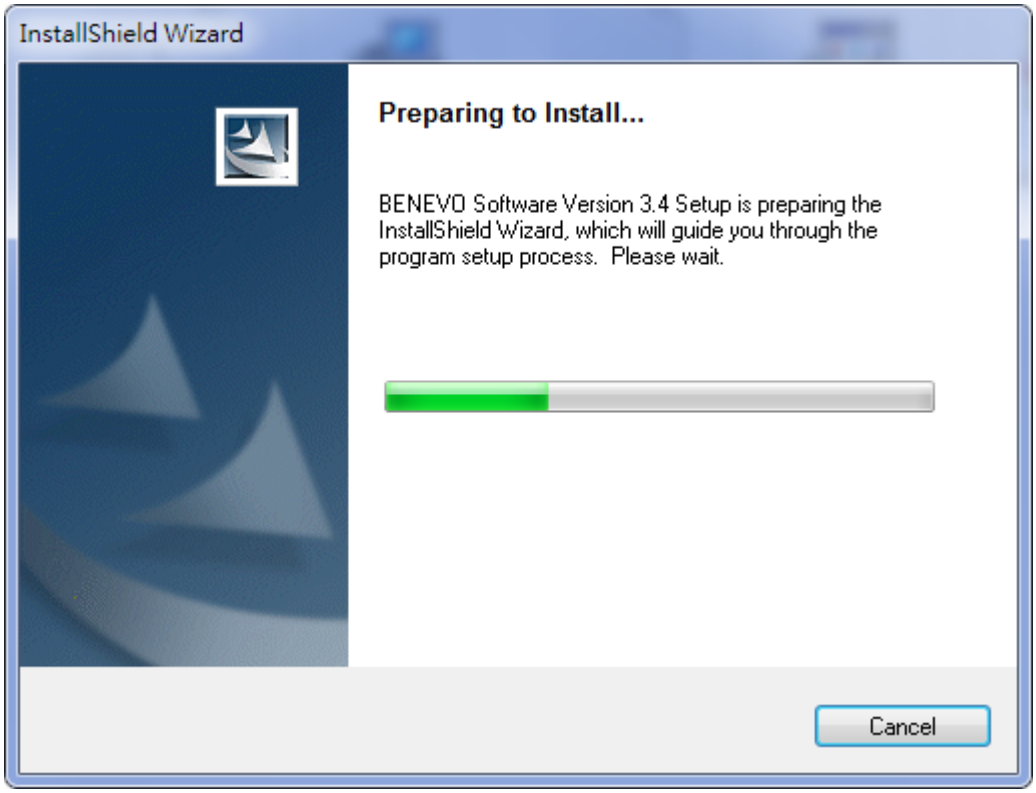
USB Hot-Insertion

USB Hot Insertion refers to connecting the USB cable while the application is running. The application will auto-detect your hardware if the USB cable is disconnected while the system is running and then re-connected. The application will also auto-detect the hardware if you first run the software and then connect the USB cable.

When you plug your UltraPen Receiver (If the application is running), you will be asked if you want to upload your notes from the Receiver's memory to your Note Manager.



SOFTWARE SUITE MANUAL


InstallShield Wizard
Preparing to Install...
BENEVO Software Version 3.4 Setup is preparing the InstallShield Wizard, which will guide you through the program setup process. Please wait.
Cancel

SYSTEM REQUIREMENTS

- Microsoft® Windows 2000 (SP4) or Microsoft® Windows XP (SP2) or Microsoft® Vista or Win 7 32 bit
- Minimum 50MB available hard disk space
- Minimum 128MB RAM
- 32 bit color quality
- Screen resolution of 1024x768 pixels
- Available USB port

Setting Up Your Desktop Software

Your product is packaged with a CD that includes its companion desktop software.

First connecting UltraPen Receiver to PC, you need to install the software of Note Manager. Just chose one of language version you needed to install.

INSTALLING THE SOFTWARE OF NOTE MANAGER

Chinese Version：

Insert the installation CD into your CD ROM drive. Please open the first folder of "Note Manager & Driver - Chinese 繁體中文版" to run setup.exe. Then follow the instructions on the screen to install until it run completely.

English Version：

Insert the installation CD into your CD ROM drive. Please open the second folder of "Note Manager & Driver – English" to run setup.exe. Then follow the instructions on the screen to install until it run completely.

After the installation process, when running the application for the 1st time, a new folder named "Ink Notes," is created in your "My Documents" directory. All your notes will be saved into this directory. In the event that no "My Documents" directory is found, the installation process will create a new "My Documents" folder on your C hard drive. The

'Ink Notes' folder will then be created under this directory. If you uninstall, upgrade or reinstall the software in a different location, the note files will remain in this directory, and will not be overwritten.

SETTING UP YOUR PERFERANCE

This chapter descript preference setting of UltraPen Receiver、Digital Pen and up load to PC. Please refer to below chapter to set your reference.

RECEIVER ORIENTATION PREFERENCES

NOTE:

This feature supported with Windows Vista please download version 3.4 of Note Manager.

Your Receiver can be placed in 3 positions, on the top center of an A4 paper, or at the Left/Right corners. Please use the setup of first position below for a single paper usage and clip your Receiver at the top center of an A4 paper.

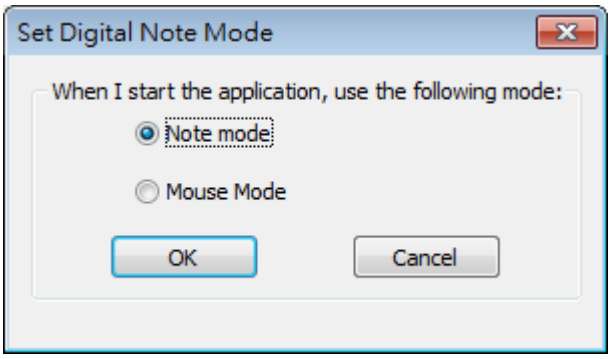
Recommended for a single paper usage	For usage on a paper block for Right Handed Users	For usage on a paper block for Left Handed users

NOTE MODE

On-line mode, UltraPen supports a ***Note mode*** ( ) and a ***Mouse mode*** *(* *).*

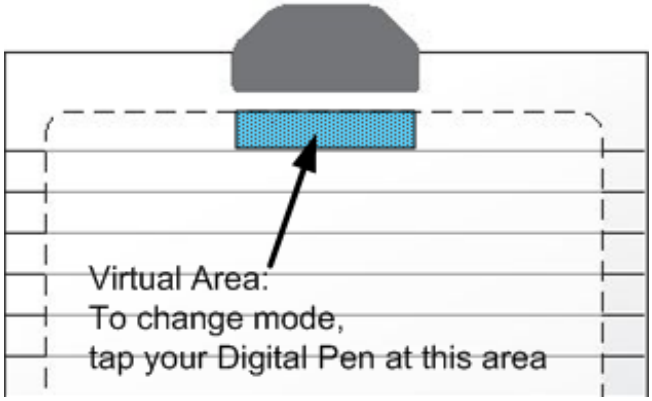
Selecting *default* mode can be done in 2 ways:

a. At the first time you start your UltraPen application
b. Using the Note Manager '**Configuration**' menu ('Set Digital Note Mode')



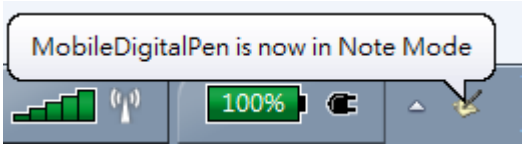
Changing modes during operation can be done in 2 ways:

a. Press the Receiver top button ('Mode' button).
b. Right click the 'UltraPen' tray icon, and change mode.
c. Clicking on the virtual area using your pen.



Note:

On each mode change, a Balloon will popup indicating the current mode and the corresponding LED will light.



Additional remarks : Using your Pen in Mouse Mode

In Mouse mode, your Digital Pen behaves as a mouse. Your pen will have the following functionality:

- To move your mouse cursor you can hover with the pen.
  To start **Hovering** you can press the side button or tip the pen on the paper. The pen will now hover even with no press for about 30 seconds.
- To **Click** an object, point your mouse cursor on that object. Now tip the pen on the paper or click the side button.
- To **Double-Click** an object, point your mouse cursor on that object. Now tip the pen twice on the paper or click the side button twice.
- To **Right-Click** an object, point your mouse cursor on that object. Now press the tip of the pen a bit longer on the paper. A special 'Right Click' cursor will appear. Lift the pen from the paper, and the context menu (Right Click menu) appears

UPLOADING NOTES TO YOUR PC

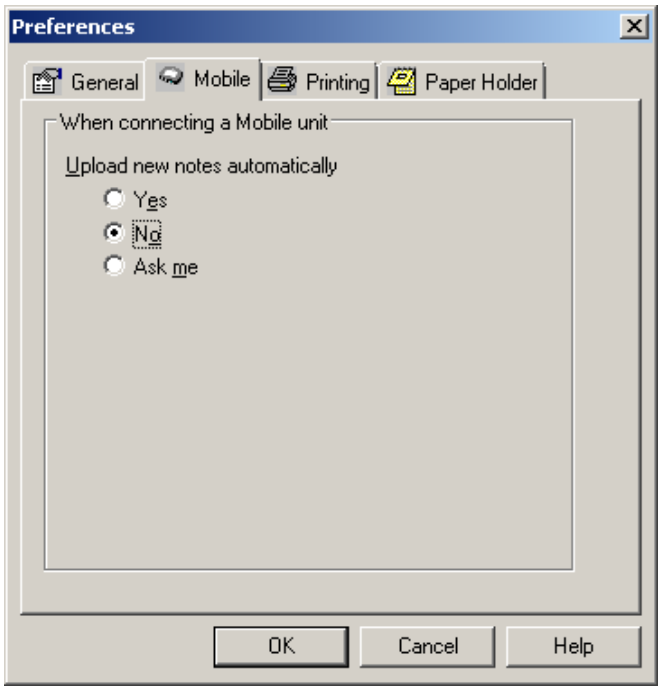
When in Connected Mode, you can upload all your notes from the Receiver memory to your PC using the UltraPen software application.

You can select one of three options to be performed automatically when your UltraPen Receiver is connected.

The following can be selected in the '**Configuration** -->**Preferences**' menu within the Note Manager.

Upload new notes automatically options:

- **YES** – Your Mobile Notes will be automatically uploaded each time you connect it to your PC
- **NO** – Your Mobile Notes will not be uploaded. In this option, you will manually need to perform this action by selecting 'File -->Upload' menu within the Note Manager
- **ASK ME** – Each time you connect the UltraPen Receiver, you will be prompt if you want to upload your notes



Before doing so, first make sure that:

- ✓ Your PC software application is running.
- ✓ Your Receiver is connected to your PC‟s USB port using the Receiver USB cable.

The "CONNECTED" icon will be displayed on your Receiver LCD

Application Tray Icon will change while uploading your notes

To upload notes

1. Start the Note Manager
2. In the 'File' menu, select 'Upload'. All the notes in your Receiver are uploaded to your PC.
3. At the end of the process, a message appears asking if you want to delete all notes on the Receiver.
   - ✓ Select 'Yes' to erase all notes on your Receiver.
   - ✓ Select 'NO' to retain the notes.

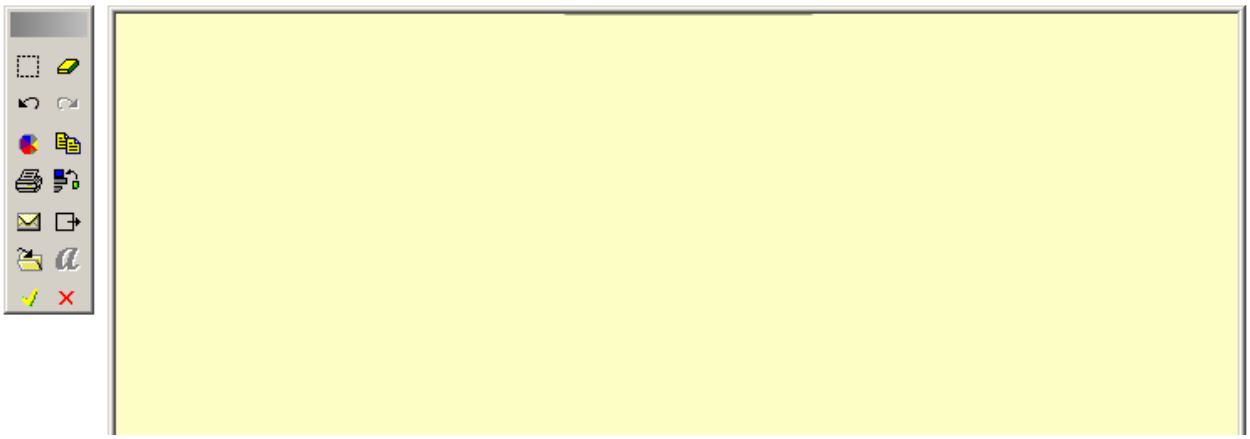
CREATING NOTES

The moment you begin to write or sketch with your Digital Pen, a **Note Window** appears on your screen that reflects everything that you write on the paper attached to the Receiver. The Note Window toolbar allows you to perform various basic functions such as saving, editing, sending and copying your notes while writing, or once you have finished writing.

NOTE:

While writing, make sure not to block the line of sight between the pen and the Receiver with your hand. When the line of sight is blocked, the UltraPen will not function properly.

THE NOTES TOOLBAR



The following table contains all buttons available in the Notes toolbar together with a description of their functions.

Button	Description
	EDIT – Opens the Note Editor for editing the note
	COPY – Copies the note to the clipboard for pasting into other applications
	CLEAR – Clears the entire on-screen note

	UNDO – Clears the previous stroke made by the Digital Pen in reverse chronological order.
	REDO – Replaces previously undone strokes in chronological order
	PEN STYLES- Changes the Ink color and width.
	SAVE TO FOLDER – Saves the note to a specified folder and closes the note window.
	SEND BY NETWORK – Sends the current note by local network to selected recipients
	PRINT – Prints the current note
	EXPORT TO JPEG- Exports the selected note to a JPEG file
	SEND BY EMAIL - Sends the current note by email to selected recipients as a JPEG attachment
	Convert your note to Text using MyScript® Notes. (Only available if the recognition software is installed.)
	CLOSE WITHOUT SAVING – Closes the current note without saving
	SAVE AND CLOSE – Closes the current note and saves it into the Notes Manager under the default Miscellaneous folder (the note is named according to the creation date)

SAVING NOTES

Notes can be saved at any time during the note creation process. They are automatically saved to the default and named according to the date they were created. Notes can be renamed at any time once they have been saved.

To save a note

a. In the Note Window Toolbar, click the Save and Close icon to save the note to the default ***Miscellaneous*** folder.

b. click the Save the Folder icon to save the note to any folder you select.

NOTE:

It is also possible to configure an '**Auto-Save**' feature

That will automatically save your note periodically while you are working。**(Please refer to chapter of 「software suite manual」→「setting up your reference」)**

PRINTING NOTES

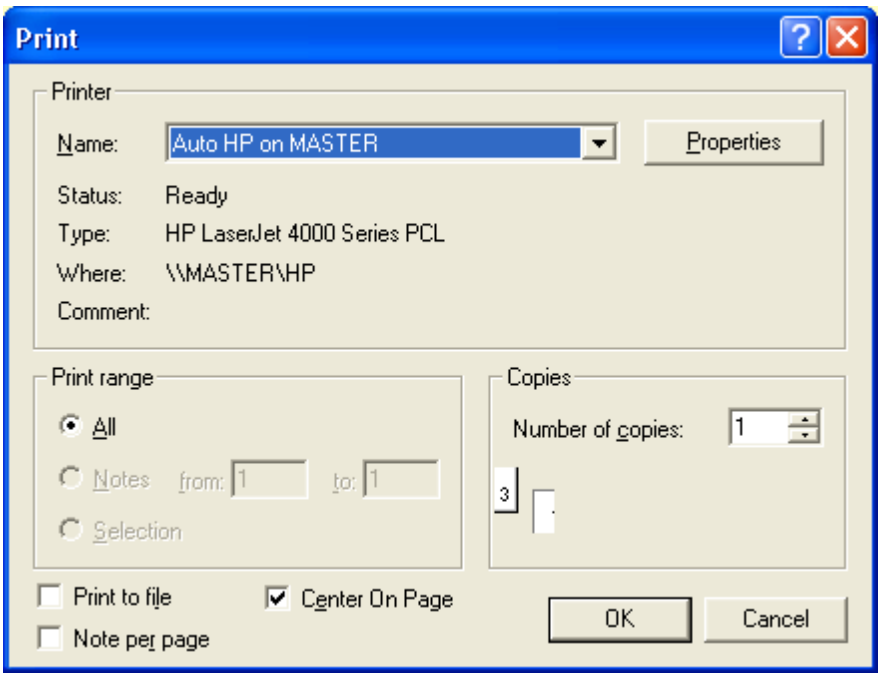
A note can be printed from any of the 3 Note interfaces – The Note Window, The Note Editor or the Note Manager. Notes can be printed from a saved file in the Note Manager, or while they are open in the Notes Window or Notes Editor.

To print a note from a file

1. In the **Note Manager**, click the note name or thumbnail
2. In the ***File*** menu, select ***Print Preview*** to first see how the note will look when printed.

   Note: You can preview multiple notes simultaneously. Select the first note, then on the keyboard press the <CTRL> key and select the other notes.

3. In the File menu, select ***Print*** or click the ***Print*** *button* .
4. Select your desired print setting and properties (this can also be done through ***Print Setup*** from the ***File menu.*** Some default print preferences can also be set through the Configuration menu preferences)
5. Click ***OK.***



To print an open note

1. In the **Notes Editor** ***File*** menu, select ***Print*** or click the ***Print button*** –or– in the **Note Window** toolbar, simply click the ***Print button*** .
2. Repeat steps 4 and 5 in the previous procedure.

SETTING YOUR PREFERENCES

Set your default preferences such as note color, auto-save options, print preferences, etc. in the ***Preferences*** dialog box.

The dialog box is divided into three tabs, each controlling a different

Aspect of the system: General, Printing, and Ink.

To access Preferences:

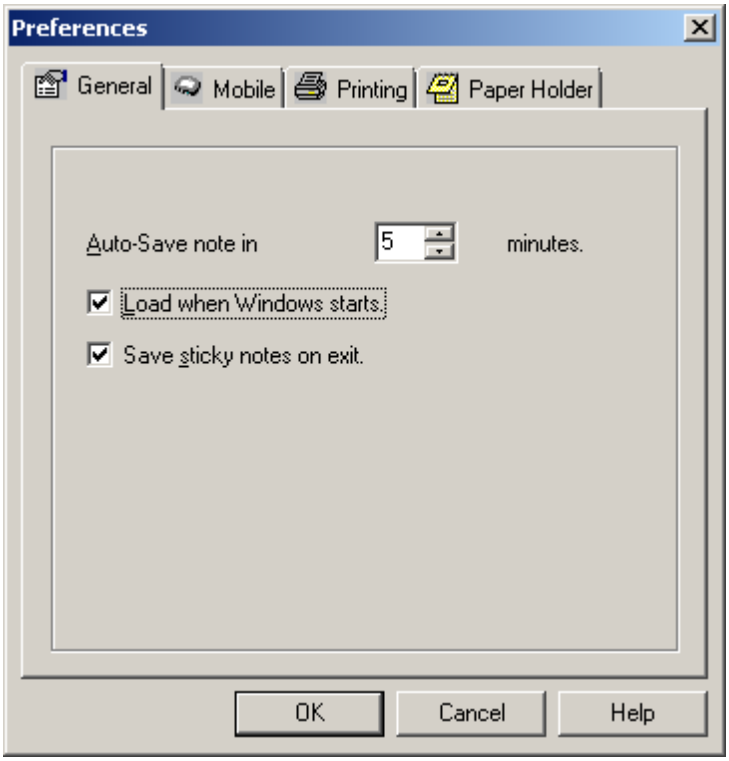
In the Notes Manager **Configuration** menu, select **Preferences**.

- Set your **General Preferences** as follows :

In the **Auto-Save note in** box, select the time interval (in minutes) after which the system automatically saves your note. This also activates an auto-recovery feature that recovers any unsaved information in case of system crash or power failure. The only input lost are changes made since the last auto-save

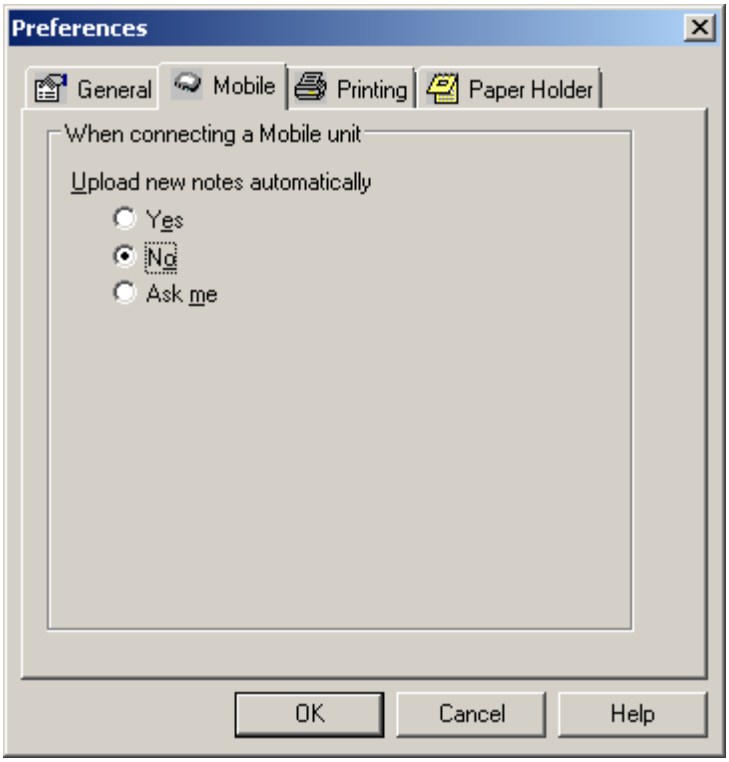
Select the **Load When Windows Starts** checkbox to automatically load the *UltraPen* each time you turn on your computer, so that a new note will pop up whenever you begin to using the Pen

Select the **Save Sticky Notes on Exit** checkbox to automatically save all the new sticky notes you created. The saved sticky notes will then instantly appear the next time you either turn on your computer or restart the application



- Set your **Mobile Preferences** as follows:

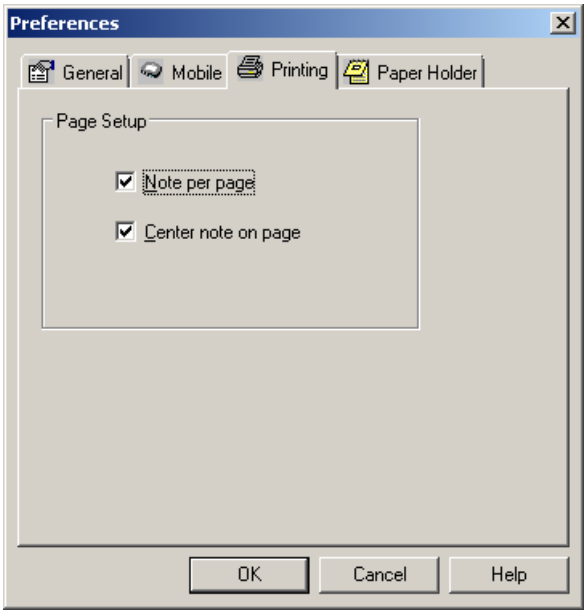
Select the **Upload new notes automatically** proper option



- Set your **Print Preferences** as follows:

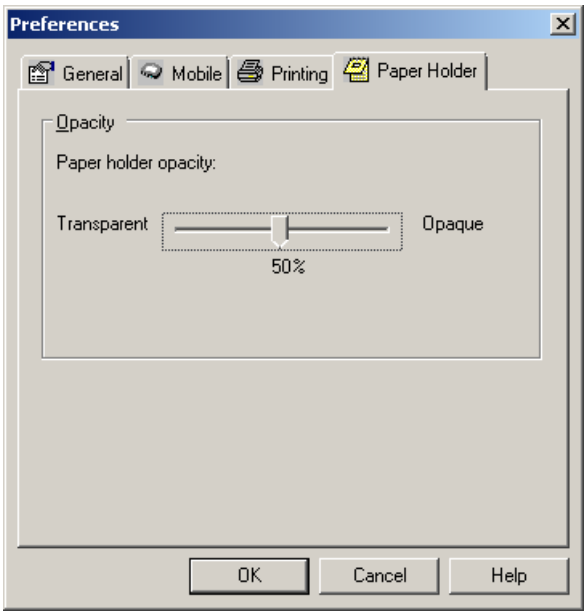
Select the **Note Per Page** checkbox to specify that when you print notes, only one note is printed per page

Select the **Center Note On Page** checkbox to specify that notes always be centered on the page when printed



- Set your **Paper Holder Preferences** as follows:

Under **Paper Holder opacity**, drag the slider to set the desired level of transparency

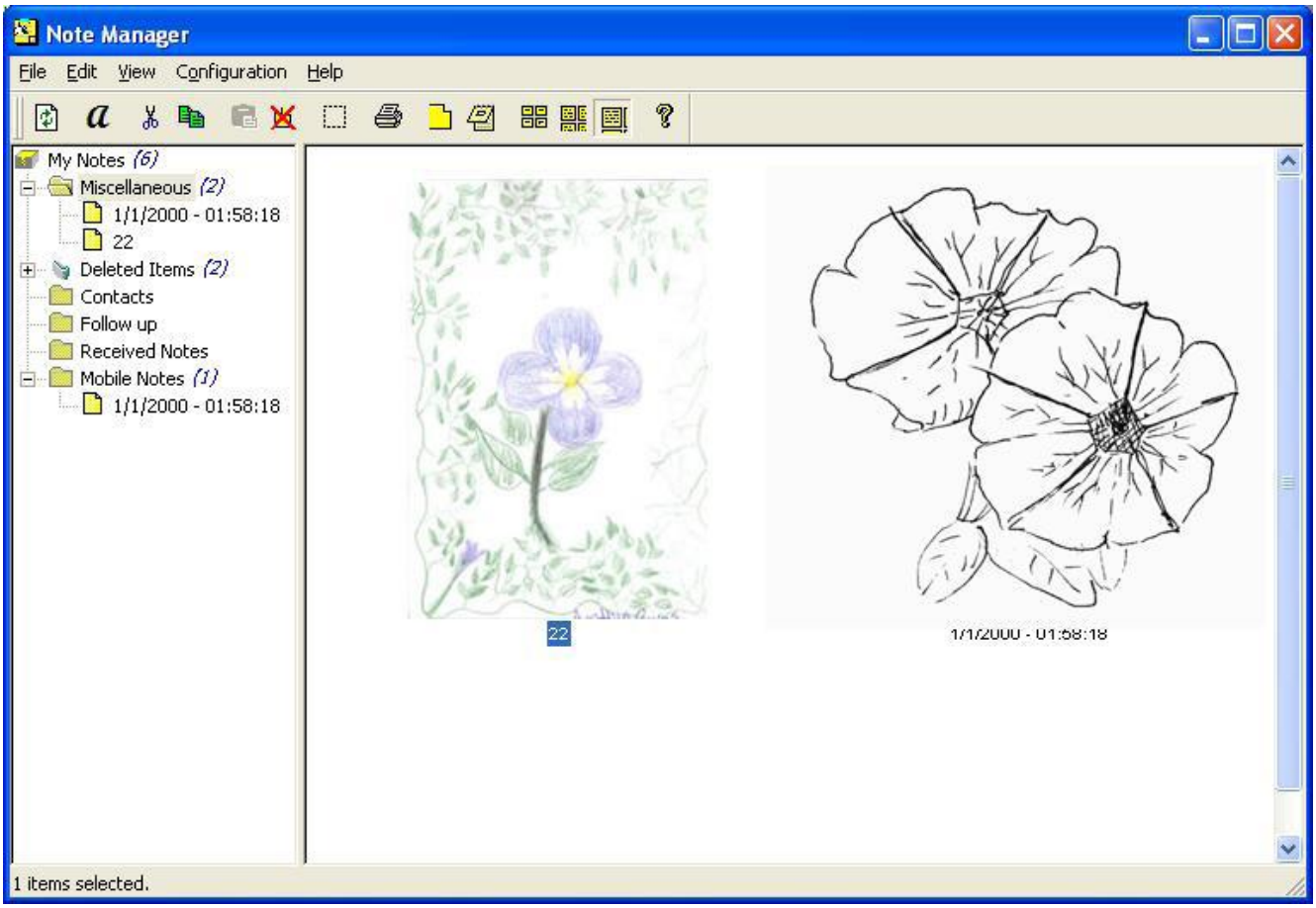


THE NOTE MANAGER

The Note Manager can be used for storing, viewing, searching, copying and exporting notes.

It is set up in Windows Explorer format, which allows you to browse through

Your files in the left pane and view them in the right pane.



NOTE MANAGER MENUS

Use these menus to select options and preferences and to perform all Software functions relating to storage and transfer of your notes.

The following table contains a list of all menus and menu commands in the system together with a short description of their function.

File Menu	
UPLOAD	Upload Notes from the Mobile unit to the PC
CONVERT TO TEXT	Convert your note to Text using MyScript® Notes. (Only available if the recognition software is installed.)
MOVE TO	Allows you to move the selected note to another folder
SEND TO	Sends any note by email (Jpeg or Data file) or local network
IMPORT	Import data file (.pegvf format)
EXPORT	Exports the selected note/s to a JPEG file or a data file format
SET REMINDER	Enables you to set an exact date and time that a selected note will be displayed as a reminder
SHOW AS STICKY NOTE	Make this Note a Sticky Note
SHOW AS PEPAR HOLDER	Make this Note as Paper holder
PROPERTIES	View Note Properties
NEW FOLDER	Create a new folder
EMPTY DELETED ITEMS	Performs a final irreversible deletion of all deleted notes
PRINT	Prints the selected note/notes
PRINT PREVIEW	Displays the selected note as it will look when printed
PRINT SETUP	Allows you to select print options
BACKUP/RESTORE	Backup/Restore your Notes Database
EXIT	Exits the Note Manager interface
Edit Menu	
EDIT NOTE	Allows you to edit a selected note
CUT	Cuts the selected note and saves it to the clipboard
COPY	Copies the selected note and saves it to the clipboard
PASTE	Pastes whatever was last copied or cut to the clipboard
DELETE	Deletes the selected note/notes
RENAME	Allows you to rename the selected note
COLOR	Set Note background color
FIND NOTE	Lets you search through saved notes based on defined criteria
FIND NEXT	Locates the next note that matches the search criteria
SELECT ALL	Selects all notes
View Menu	
SORT	Sort Notes by Date or Name

SMALL THUMB	Displays small thumbnails in the Note Manager view
MEDIUM THUMB	Displays medium sized thumbnails in the Note Manager view
LARGE THUMB	Displays large thumbnails in the Note Manager view
ZOOM IN	Enlarges the thumbnail view by 50% (available only when viewing an individual note thumbnail)
ZOOM TO FIT	Returns the thumbnail view size to the original size (available only when viewing an individual note thumbnail)
ZOOM OUT	Reduces the thumbnail view by 50% (available only when viewing an individual note thumbnail)
Configuration Menu	
DETECT HARDWARE	Allows you to detect your unit
PREFERENCES	Allows you to select your personal preference for elements such as; note color, auto-save, windows options and printing options
PEN STYLES	Lets you select the default ink color and stroke width of the pen
SET DEVICE ORIENTATION	Set your device position on paper (Top center, Left or Right corners) **NOTE: This feature is NOT supported with Windows Vista**
SET DIGITAL NOTE MODE	Select default Note Mode (Mouse/Note)
MOUSE PROPERTIES	Mouse Resolution
Help Menu	
READ USER MANUAL	Opens the UltraPen User Manual
REGISTER	Opens a registration web page
ABOUT ULTRAPEN	Displays UltraPen version information

NOTE MANAGER TOOLBOX

The Note Manager Toolbox contains buttons that give you access to the most commonly used menu commands.

The following table contains a list of each button in the toolbox together with a description of its function

Toolbox Button	Description
	UPLOAD – When in Connected Mode, you can upload all your notes from the mobile unit to your PC using the UltraPen software application
	Convert your note to Text using MyScript® Notes. **(Only available if the recognition software is installed.)**
	CUT – Cuts the selected note and saves it to the clipboard
	COPY – Copies the selected note and saves it to the clipboard
	PASTE – Pastes whatever was last copied or cut to the clipboard
	DELETE – Deletes the selected note/notes
	EDIT NOTE – Allows you to edit a selected note
	PRINT -- Prints the selected note/notes
	SHOW AS STICKY NOTE – Make your Note as Sticky Note

	SHOW AS PAPER HOLDER – Make your Note as a paper holder
	SMALL THUMB – Displays small thumbnails in the Note Manager view
	MEDIUM THUMB - Displays medium sized of thumbnails in the Note Manager view
	LARGE THUMB - Displays large thumbnails in the Note Manager view
	NOTE MODE
	MOUSE MODE – TURNS YOUR PEN INTO A MOUSE
	ABOUT ULTRAPEN – Provides you with your UltraPen version information

MANAGING FOLDERS

The Note Manager in installed with predefined folders,

Miscellaneous, Deleted Items, Contacts, Follow Up, Received Notes and ***Mobile Notes***.

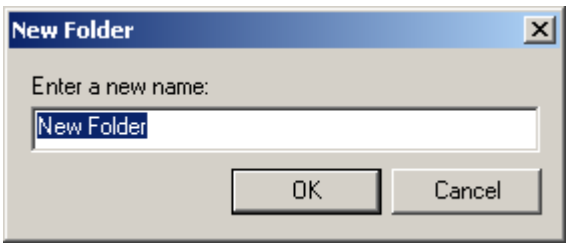
You can use these folders for storing your notes and can create additional custom folders, as needed.

■ Creating a new folder

To create a new folder:

Creating a new folder can be done in few ways:

a. You can use 'File' menu to run the 'New Folder' option
   1. Choose the folder you want to create a sub folder for or choose the 'My Notes' root folder
   2. Use 'File' menu to run the 'New Folder ' option.
   3. Fill the new folder name.



b. You can right click any folder in the Folders Tree
   1. Choose the folder you want to create a sub folder for or choose the 'My Notes' root folder
   2. Right click this folder
   3. Choose 'New Folder' from the drop down menu
   4. A new folder will be created.
   5. To rename this folder please see 'Renaming a folder'

■ Renaming a folder

All folders can be renamed except for the predefined
Miscellaneous, Deleted Items, Received Notes and ***Mobile Notes***

To rename an existing folder:
1. Right-click the folder you want to rename
   (Or press F2 key, when the folder is selected).
2. In the short-cut menu, select Rename. The folder name is now highlighted.
3. Type the new folder name.

■ Deleting a folder

All folders can be deleted except for the predefined
Miscellaneous, Deleted Items, Received Notes and ***Mobile Notes***

To delete a folder

1. Right-click the folder you want to delete

   (Or press the delete button , when the folder is selected).
2. In the shortcut menu that appears, select ***Delete.***
3. Select '***Yes'*** to confirm that you would like to delete the folder, or '***No'*** to cancel the operation.

■ Renaming Notes

Each time you create and save a new note, it is automatically given a name that corresponds to the exact date and time the note was created. You can rename notes at any time to give them names that are more meaningful to you.

To rename a note:

1. Right-click the note you want to rename
   (Or click F2 key, when the note is selected).
2. In the shortcut menu that appears, select ***Rename***. The note name is highlighted.
3. Type the new note name.

■ Moving Notes

You can move a note from the folder it is currently in to any other folder.

To move a note to another folder:

1. In the **Note Manager**, select the note file name or thumbnail.
2. From the ***File*** menu, select ***Move to***,
   –or–right-click the note name or thumbnail and in the shortcut menu, select ***Move to***
3. Select the folder name to which you would like to move the note

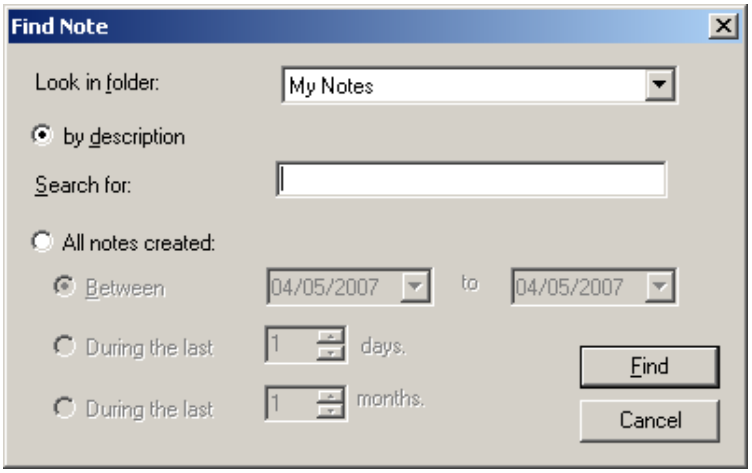
Note: You can also use 'Drag and Drop' to move a note.

■ Finding Notes

It is possible to search through your saved notes to locate any particular note.

In order to perform a search:

1. In the Notes Manager ***Edit*** menu, select ***Find Note***.
2. Select the folder or folders where you would like to search.
3. If you would like to search by description or note name, select ***by description*** and then in the ***search for*** field, type in the name or description of the note you are looking for.
4. To search by creation date parameters, select ***All notes created*** and then specify the date range according to which you would like to search.
5. Click ***Find***

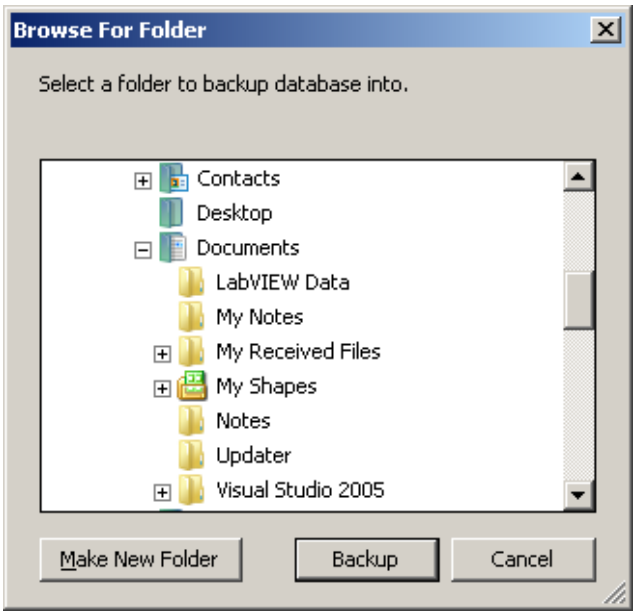


BACKUP AND RESTORE NOTES DATABASE

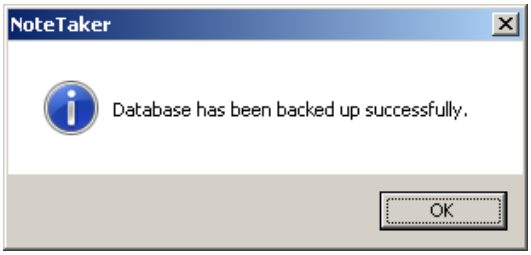
You can use the Note Manager to backup your entire database, and restore it when needed.

■ **To backup your database:**

1. Select '***File*** -->***Backup/Restore*** --> ***Backup Database***' from the Note Manager menu
2. The following dialog will appear
3. Choose the destination path to backup all your notes database
   (You can create a new folder by pressing '***Make New Folder***' button)
4. Click the '***Backup***' button

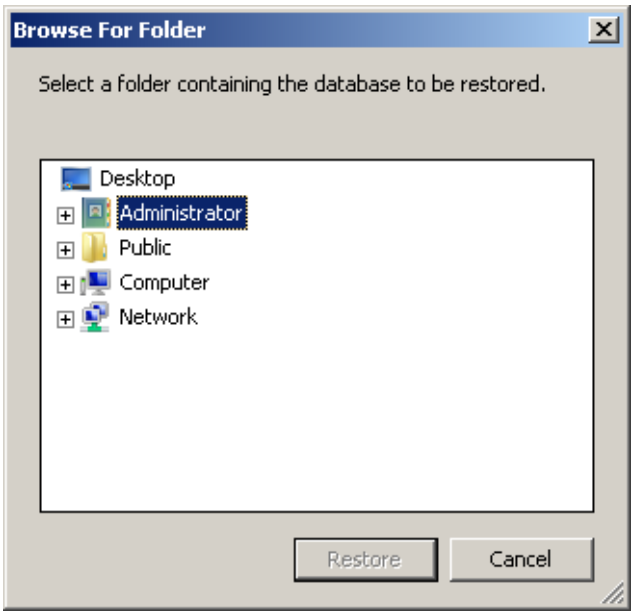


Upon a successful backup, the following message appears:



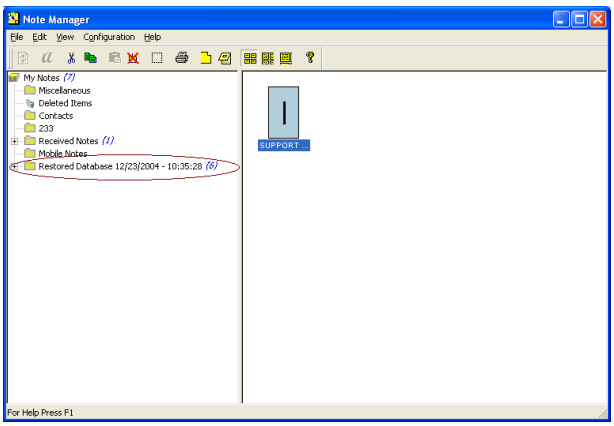
■ **To restore your database:**

1. Select '***File*** -->***Backup/Restore*** --> ***Restore Database***' from the Note Manager menu
2. The following dialog will appear
3. Choose the location of your database backup
4. Click the **'*Restore*'** button



Upon a successful restore, your database will be restores to a new folder in the Note Manager.

This new folder will be named **'Restored database'** and will also be according to the restoring date and time

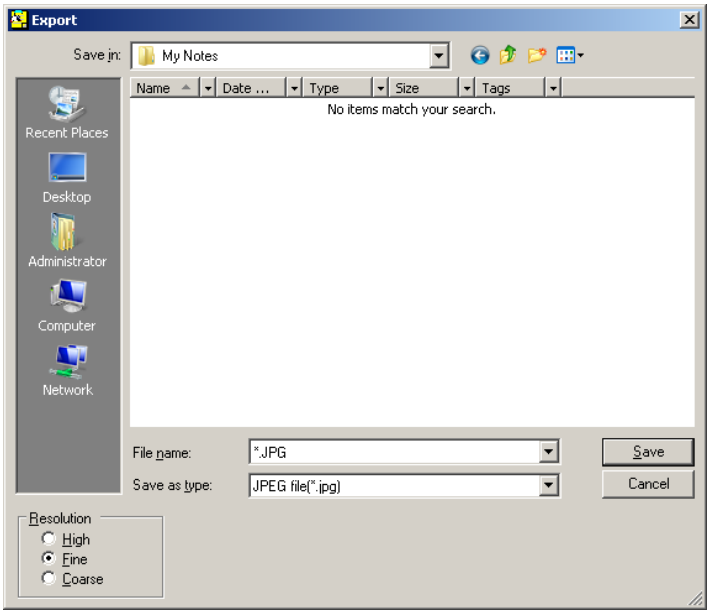


EXPORTING TO JPEG

You can export any note to JPEG file format, turning the note into a graphic image. This is useful for example when you want to insert notes into documents created in other applications such as MS Word or PowerPoint.

To export a note to jpeg format:

1. In the **Note Manager**, select the note you want to export
2. Right-click the note name,
   –or–
   in the File menu, select Export to JPEG. The Export dialog box appears
3. In **Save in**, select the destination file path
4. In the **Save as type** list, select JPEG.
5. Under **Resolution**, select the resolution quality
6. Click **Save**



Note:

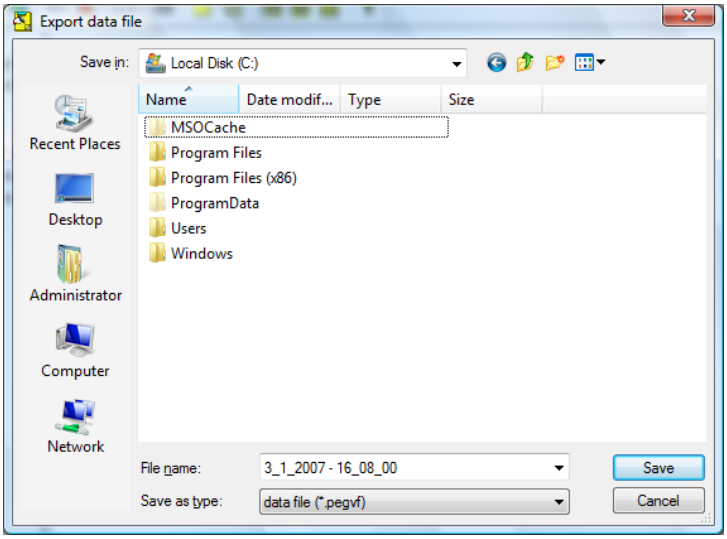
You can export multiple notes simultaneously. On the keyboard, hold down the <CTRL> key and then in the Note Manager, select the notes you want to export.

EXPORTING TO A DATA FORMAT FILE

You can export any note to a vector format file, so that another UltraPen user can import this file into the Note Manager database

To export a note to a data file (.pegvf file):

1. In the **Note Manager**, select the note you want to export.
2. Right-click the note name,
   –or–
   in the File menu, select 'Export as a data file'. The Export dialog box appears
3. In **Save in**, select the destination file path
4. Click **Save**

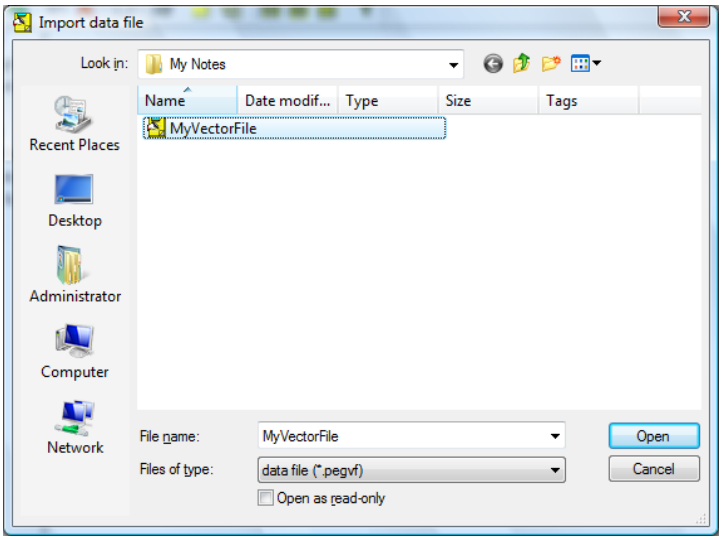


IMPORTING A DATA FORMAT FILE

You can import any .pegvf Data format file into the Note Manager database

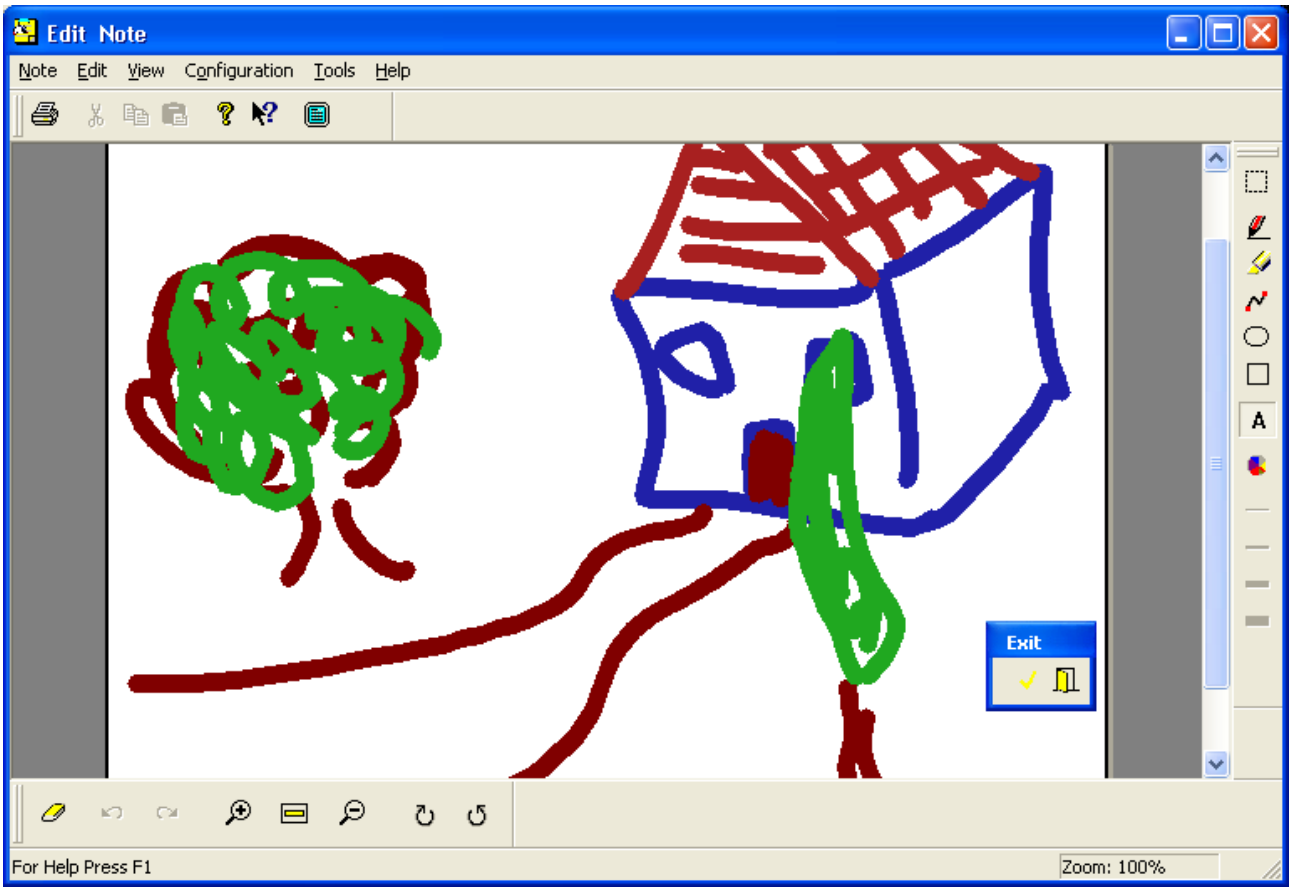
To import a data format file:

1. In the File menu, select 'Import a data file'. The Import dialog box appears
2. Select the file you would like to import
3. Click **Open**



THE NOTE EDITOR

Notes can be edited at any time, whether you are still writing one, or you want to edit a note you have already saved in the Note Manager. The Note Editor contains menus and a toolbar that give you access to a wide selection of editing functions.



NOTE EDITOR MENUS

The following table lists all menu commands available in the Note Editor, together with a description.

Note menu	
PRINT	Prints the selected note
PRINT PREVIEW	Displays the selected note as it will look when printed
PRINT SETUP	Allows you to select print options
EXIT & SAVE/SEND	Saves the edited note and closes the editing

EXIT W/O SAVE/SEND	Closes the editing application without saving any changes
Edit Menu	
UNDO	Clears the last stroke made by the Digital Pen. Clicking *Undo* again will clear the stroke made before that, and so forth.
REDO	Replaces previously undone strokes in chronological order
CUT	Cuts the selected note and saves it to the clipboard
COPY	Copies the selected note and saves it to the clipboard
PASTE	Pastes whatever was last saved to the clipboard
DELETE	Deletes the selected note
CLEAR PAGE	Clears the entire on-screen note
SELECT ALL	Selects all the pen strokes in the note
View menu	
ZOOM IN	Increases the note view
ZOOM TO FIT	Restores the note view to the original size
ZOOM OUT	Reduces the note view
TOOLBARS	Allows you to select which editing toolbars you want to view (Standard, Tools, Manager)
STATUS BAR	Allows you to view or hide the status bar at the bottom of the Notes Editor
FULL SCREEN	Opens the Notes Editor into full screen view
Configuration menu	
PEN/HIGHLIGHT PARAMS	Lets you select the color and width of the Editor Pen and Highlighter
Tools menu	
SELECTOR	Allows you to select any area by clicking and dragging with your mouse
PEN	Allows you to freestyle draw with your mouse
HIGHLIGHT	Allows you to highlight any area by freestyle drawing with your mouse
LINE	Allows you to insert a line of any length
CIRCLE	Allows you to insert a circle image of any size
RECTANGLE	Allows you to insert a rectangle of any size
TEXT	Allows you to insert type written text
COLOR	Allows you to pre-select or change the color of pen strokes or to highlight strokes or text
LINE WIDTH 1	Allows you to pre-select or change the thickness of any stroke to width 1
LINE WIDTH 2	Allows you to pre-select or change the thickness of any stroke to width 2
LINE WIDTH 4	Allows you to pre-select or change the thickness of any stroke to width 4

LINE WIDTH 8	Allows you to pre-select or change the thickness of any stroke to width 8
Help menu	
HELP TOPICS	Opens the UltraPen Online Help file
ABOUT MOBILEDIGITALPEN	Displays UltraPen version information

NOTE EDITOR TOOLBARS

The Note Editor Toolbars provide you with quick access to the more common menu commands.

The following table lists all toolbar buttons, together with a description of their functions.

Standard Toolbar	
	PRINT -- Prints the selected note
	CUT – Cuts the selected note and saves it to the clipboard
	COPY – Copies the selected note and saves it to the clipboard
	PASTE – Pastes whatever was last saved to the clipboard
	ABOUT MOBILEDIGITALPEN – Provides you with your UltraPen version information
	HELP TOPICS – Provides you with your UltraPen help
	FULL SCREEN – Brings the Notes Editor into full screen view
Tools toolbar	
	SELECT – Allows you to select any area by clicking and dragging with your mouse
	PEN – Allows you to freestyle draw using your mouse
	HIGHLIGHT – Allows you to highlight any area by freestyle drawing using your mouse
	LINE – Allows you to insert a line of any length

	CIRCLE – Allows you to insert a circle image of any size
	RECTANGLE – Allows you to insert a rectangle of any size
	TEXT – Allows you to insert type written text
	COLOR – Allows you to pre-select or change the color of pen strokes or to highlight strokes or text
	LINE WIDTH 1 – Allows you to pre-select or change the thickness of any stroke to width 1
	LINE WIDTH 2 – Allows you to pre-select or change the thickness of any stroke to width 2
	LINE WIDTH 4 – Allows you to pre-select or change the thickness of any stroke to width 4
	LINE WIDTH 8 – Allows you to pre-select or change the thickness of any stroke to width 8
Manager toolbar	
	CLEAR PAGE – Clears the entire on-screen note
	UNDO- Clears the previous action
	REDO- Replaces previously undone action
	ZOOM IN – Enlarges the note view
	ZOOM TO FIT - Returns the note view to the original size
	ZOOM OUT – Reduces the note view
	ROTATE RIGHT – Rotates the entire note image 180° to the right
	ROTATE LEFT – Rotates the entire note image 180° to the left

EDITING NOTES

Once a note is open in the Note Editor, you can only edit elements of the note (pen strokes, etc.) after they have been selected. Once you have selected the area you want to edit, you can delete it, change the color and/or width of the pen strokes, etc. You can also add figures and drawings into the note using the various drawing features (insert circle, line, highlight, text, etc). These new elements can also be edited after you insert them.

To start editing a note

1. While working on a note, or in the **Note Manager** select the note and click the ***Edit Note*** button ,

   –Or–

   Right-click the note and, in the shortcut menu, click **Edit Note**.

   -Or-

   Double click a note in the note view mode

   The Note Editor window opens displaying the selected note.

2. Use the ***Select Area*** button in the Tools Toolbar or the ***Select*** option from the Tools Menu to select a particular stroke or group of strokes,

   –or–

   in the **Edit** menu, click **Select All** to select the entire note.

NOTE: While editing, you can still use your pen to continue sketching on the note.

SELECTING PEN STYLE

You can change Ink color and width of on-screen pen strokes at any time

(The default pen color is black and the default width is 1)

To select the pen style in Note Editor:

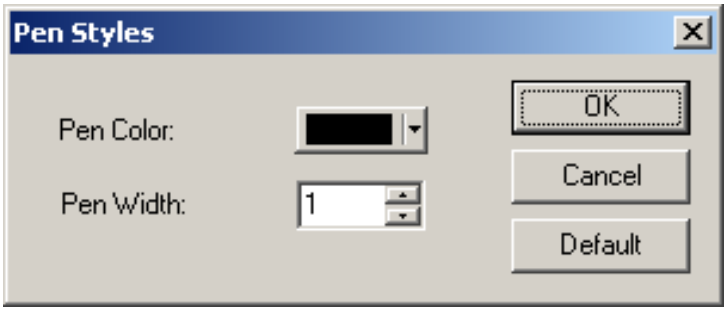
1. In the Note Editor ***Tools*** menu, select ***Color*** or ***Line Width***.

2. –or–Click the Pen Styles button in the Toolbars.

To select the pen style in Note Editor:

1. In the Note Manager ***Configuration*** menu, select ***Pen Styles***

   –or– Right-click the new note and in the shortcut menu that appears, select ***Pen Styles***



2. Click the arrow to the right of the current pen color to open the Pen Color list and select the color you want
3. Use the arrows to the right of the current pen color width to select a pen stroke width between 1-10 (you can also type the desired width directly in the box)
4. Click Default in order to restore the default settings at any time
5. Click Cancel to return to the Note Manager or to the note without changing the current pen style settings
6. Click OK to save, -or- click Cancel to leave without save and come back to Note Manager Windows.

NOTE:

You can also change the color and width of any pen stroke in the Note Editor by selecting an individual pen stroke or group of strokes and then in the **Tools** Menu selecting Color or Line Width, or click the Pen Styles button in the Toolbars.

SENDING NOTES

You can send any note by email or over the local network. An emailed note appears as a JPEG attachment to the recipient. In order to send a note by local network, the recipient must have the UltraPen software installed and running on his/her PC. Notes can be sent by email or network from both the ***Note* window** and the ***Note Manager*.**

SENDING NOTES BY EMAIL

The UltraPen uses your default email client to send notes as email.

- **To send a note immediately after you have completed it:**

1. Click the ***Send Note by Email*** button
2. A new email form opens with the note in the form of a JPEG attachment
3. Type in the desired recipient's email address and any desired text in the subject and body of the email
4. Send the email

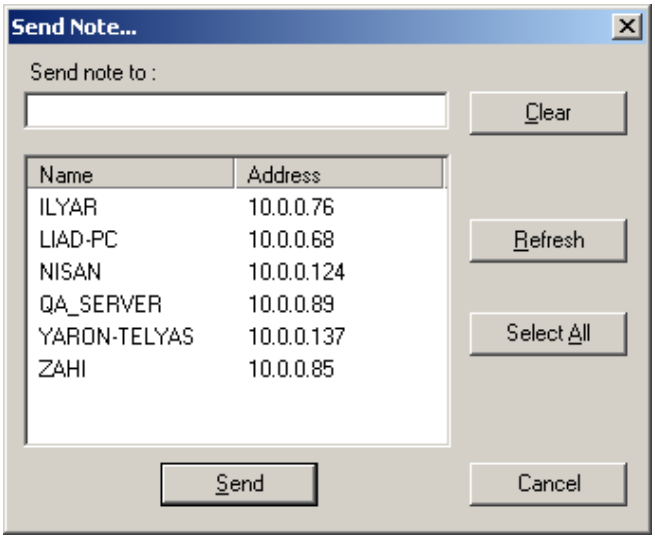
- **To send a saved note:**

1. Any saved note can be send as a JPEG or vector format file
2. In the **Note Manager**, click the note name or thumbnail.
3. In the ***File*** menu, select ***Send TO --> Email***,
   –or–
   right-click the note name or thumbnail and, in the shortcut menu that appears, select ***Send TO--> E-Mail*** .
4. A new email form opens with the note attached as a JPEG file.
5. Type the desired recipient's email address and any desired text in the subject and body of the email
6. Send the email

SENDING NOTES OVER THE LOCAL NETWORK

■ **To send a note immediately after you have completed it**

1. In the Note Window, click the Send Note to Network PC button .
2. In the **Send Note** dialog box, a list of all network users that have the UltraPen application installed and running automatically appears. Select the Name/IP address of the person(s) to whom you would like to send the note
   –or–
   click **Select All** to send the note to everyone on the list.
3. Click **Send**.



■ **To send a saved note:**

1. In the **Note Manager**, click the note name or thumbnail.
2. In the ***File*** menu, select **Send To--> Network PC**,
   –or–right-click the note name or thumbnail and, in the shortcut menu that appears,select ***Send To --> Network PC***.
3. In the **Send Note** dialog box, a list of all network users that have the UltraPen application installed and running automatically appears. Select the Name/IP address of the person(s) to whom you would like to send the note
   –or–click **Select All** to send the note to everyone on the list.
4. Click **Send**

NOTE:

You can select multiple recipients when sending a note via local network

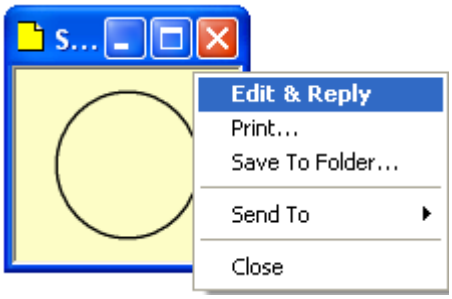
By selecting a name in the list, then pressing <CTRL>On the keyboard and selecting another name or names.

RECEIVING NOTES OVER THE LOCAL NETWORK

Users on a local area network (LAN) such as may exist in an office environment can receive notes over the LAN.

When you receive a note, it automatically appears on your PC screen and a sound is heard

Right click the received note to have the following options:



- Replying to the sender
  (This includes an editing function so the user can add text and sketches)
- Printing the note
- Saving the note
- Setting a reminder
- Sending the note to other users on the network
- Close the Note

Notes received by LAN will be saved under '***Received Notes***' in the ***Note Manager***

OTHER APPLICATIONS

You can paste any saved note into another application.

(The note is automatically converted into a JPEG image).

To paste a note into another application:

1. In the Note Manager, select the note or thumbnail.
2. In the Edit menu, select ***Copy*** or ***Cut*** (cutting will delete the note from its current location),
   –or–
   right-click the note name or thumbnail and, in the shortcut menu, select ***Copy*** or ***Cut***.
3. Open the application into which you would like to paste the note
4. In the open application, locate and select the ***Paste*** option.

NOTE: You can also copy a note that you are currently sketching by clicking on the button in the Note Toolbar

SETTING A REMINDER

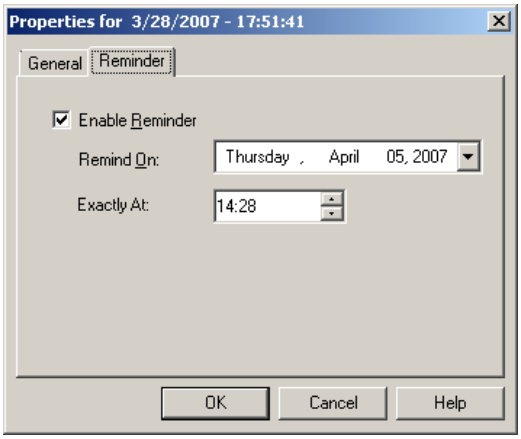
You can use notes stored on your PC to be reminders by setting an exact date and time for a selected note to automatically pop up on your screen.

■ **To set a Reminder:**

1. In the Note Manager, select the note or note thumbnail
2. In the ***File*** menu, select ***Set Reminder***
   –or–
   Right-click the note and , in the shortcut menu, select ***Set Reminder***
3. Select the Enable Reminder checkbox

In the ***Remind On*** list, click the arrow to the right of the list and select a date from the drop down calendar that appear

If you would like to specify an exact time for the reminder, select the ***Exactly At*** checkbox and use the arrows to change the default time or type in the desired time



NOTE:

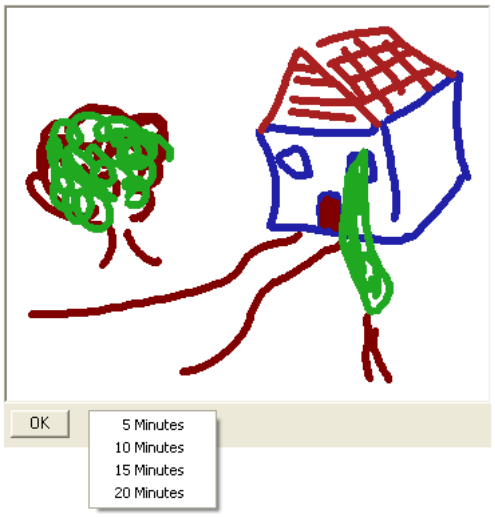
If you do not select an exact time, the reminder will appear when you turn on your computer on the specified day.

■ Setting a Reminder to Snooze

When a reminder appears, you can set it to snooze so that it disappears and then pops up again within 5, 10, 15 or 20 minutes (depending on your preference).

To set a reminder to snooze

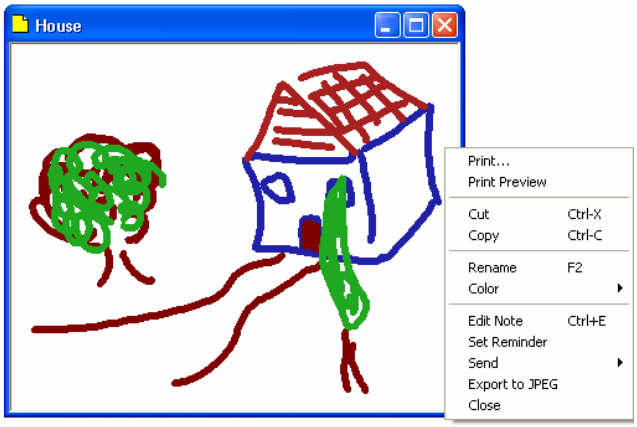
1. Click Snooze
2. In the drop-down list, select the number of minutes you want to "snooze" until you're reminded again



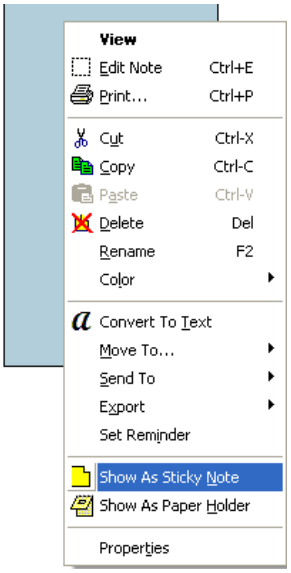
CREATING STICKY NOTES

You can create sticky notes by doing one of the following:

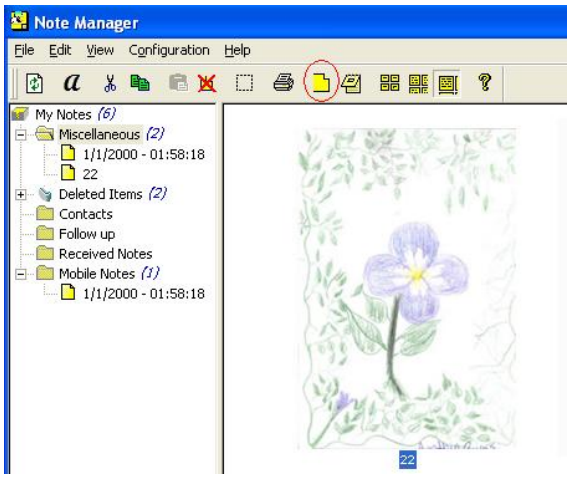
Dragging notes from the Note Manager to your desktop.



Select a note in the Note Manager, right click it and select '***Show as Sticky Note***'

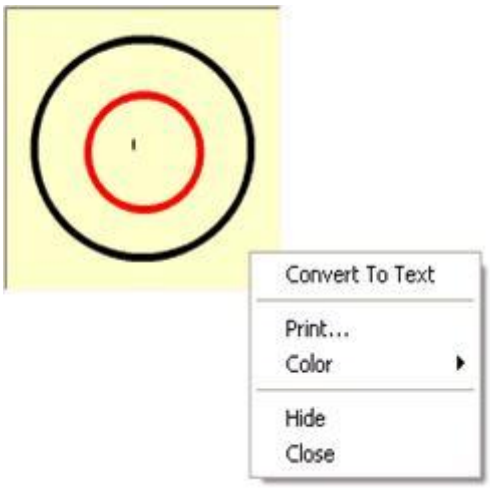


Select a note in the Note Manager, click the '***Show as Sticky Note***' toolbar button



NOTES:

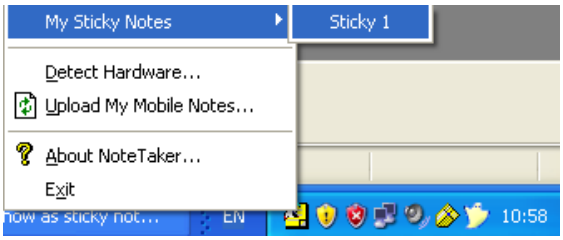
To view additional sticky note options, right click on the sticky note



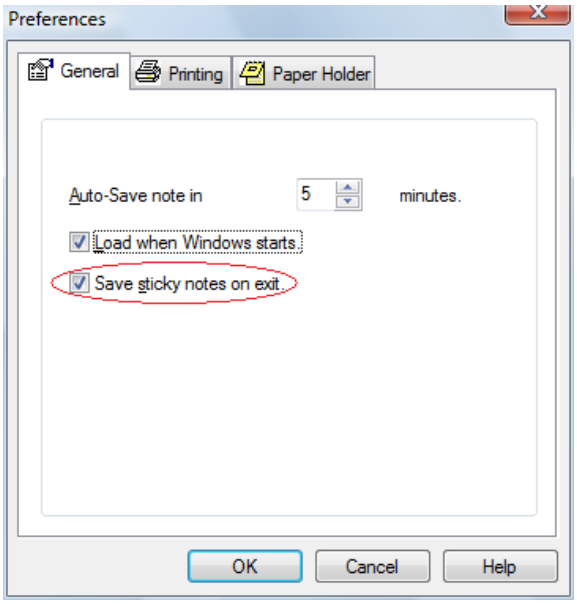
Select '***HIDE***' to hide a sticky note into the application tray icon

You can restore any hidden sticky note by right clicking the application tray icon, and selecting '***My Sticky Notes***'.

Then select the note you would like to restore



A Sticky Note can automatically pop up after the application has been closed and re-opened, or after system reset. In the ***Note Manager***, use the ***Configuration*** menu



CREATING PAPER HOLDER NOTES

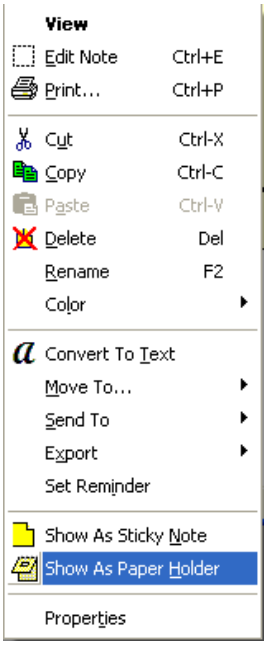
Paper holder notes can help you in many ways.

One common way is if you need to read your note and rewrite it in a text editor.

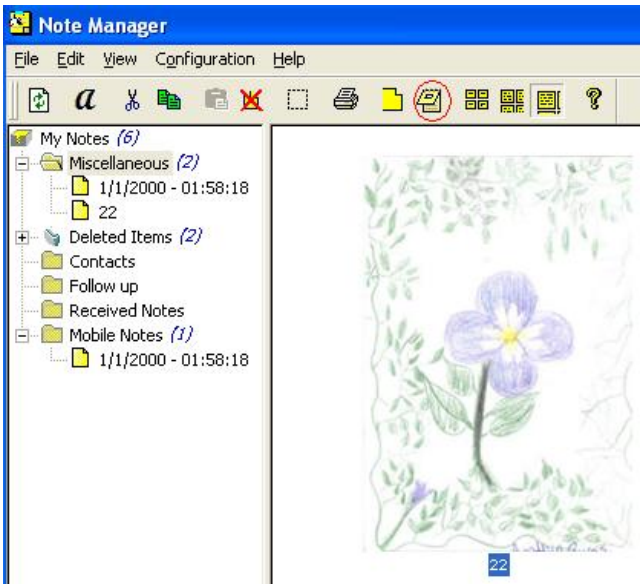
A paper holder note will always be on top, and its transparency can be adjusted

You can create paper holder note by doing one of the following:

Select a note in the Note Manager, right click it and select '***Show as Paper Holder***'



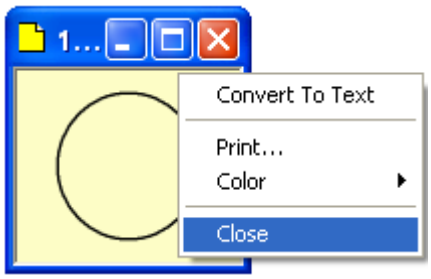
Select a note in the Note Manager, click the '***Show as Paper Holder***' toolbar button .



NOTE:

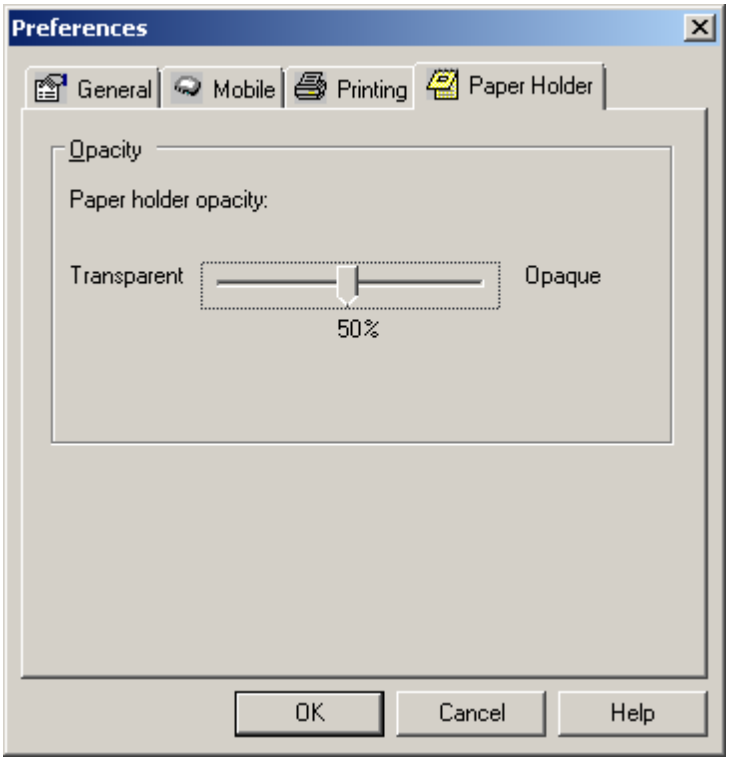
You can hide and show paper holder notes the same way you hide and show sticky note

To view additional options, right click on the sticky note



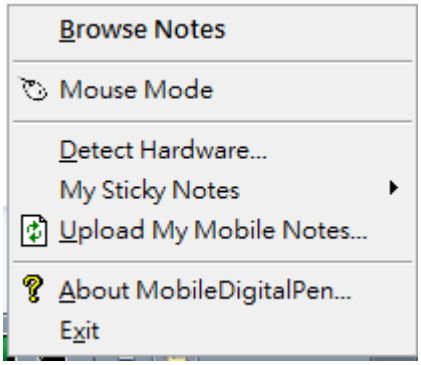
You can set the transparency to a Paper Holder.

In the ***Note Manager***, use the ***Configuration*** **menu**



APPLICATION TRAY ICON

Right clicking the application tray icon gives you the ability to perform the following actions:



- ***Browse Notes*** –
  Open the Note Manger
- ***Note Mode*** Or ***Mouse mode*** –
  Toggle between the 2 options of your Digital Pen. Tray icon changes accordingly
- ***Detect Hardware*** –
  Detect your hardware.

  If your hardware is not detected, the tray icon changes to
- ***Upload My Mobile Notes*** –

  Upload your Notes from the UltraPen. the tray icon changes to
- ***About MobileDigitalPen*** –
  See application details (About Dialog)
- ***Exit*** –
  Exit the application

MYSCRIPT® NOTES CHARACTER RECOGNITION APPLICATION

General Overview

Note Manager Software integrates with Vision Objects **MyScript® Notes** application.

MyScript® Notes is a well known character recognition engine.

You can use Note Manager to export your notes into the **MyScript® Notes** recognition engine to transform your handwriting to text.

INSTALLING MYSCRIPT® NOTES

Follow below different section to install your Lite or Full version OCR software.

The registration key is attached on a label on the CD package back.

Lite Version：

1. Insert the installation CD into your CD ROM drive.
2. Please open the third folder of '**MyScript® Notes** 文字辨識 Lite 基本版' to run setup.exe.
3. Then follow the instructions on the screen to install until it run completely.

Full Version：

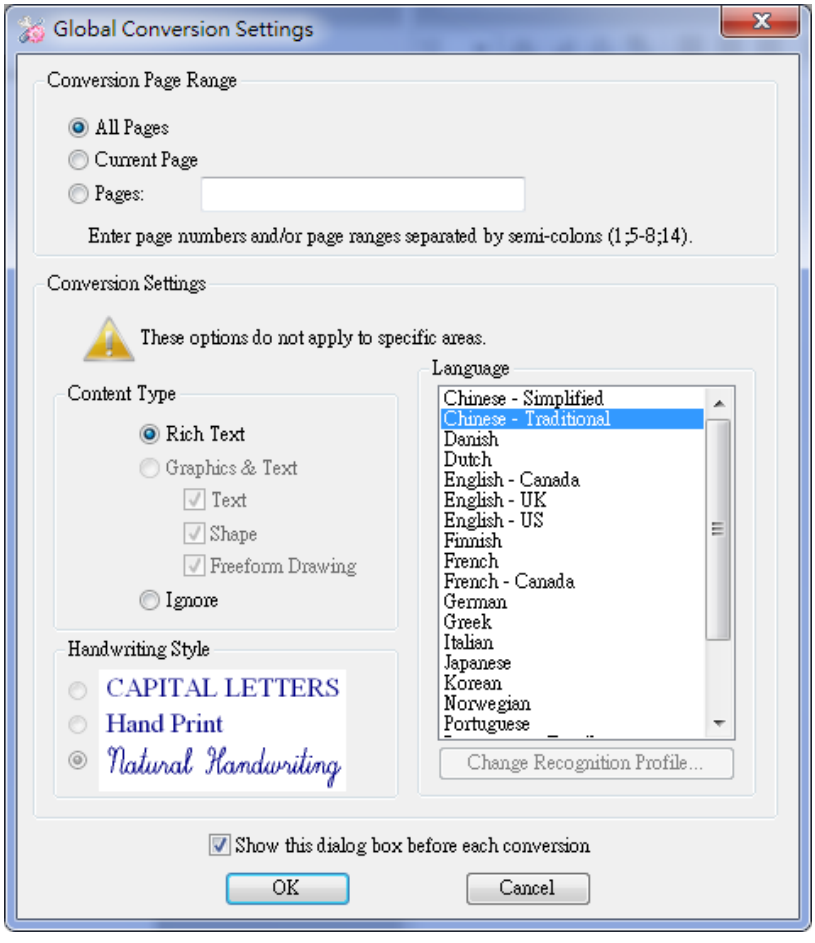
1. Please use 'Vision Objects' CD within the product package. The setup program should start automatically.
   –or–
   If not, run the program by selecting „Run" from the Windows „Start" menu and type in D:\setup.exe. If your CD drive uses a different letter, type that letter instead of D.
2. Waiting for the Language instruction on the screen to select your version option and then follow installation instructions to finish it.

BEFORE USAGE STATEMENT

To use the **MyScript® Notes** recognition engine, please make sure you have installed UltraPen Software Suite.

Opening the **MyScript® Notes** at first time, you would follow the instruction to enter registration key which you would find it pasted on the CD package back and select your language and writing type.(This describe refers to Lite version setting steps)

In the part of writing type, there are three option including **CAPITAL LETTERS** 、**Standard Printing** and **Cursive Handwriting**, you can select proper option and click **OK** to save.



When you have accomplished it, you will be using Note Manager to export your notes into the **MyScript® Notes** recognition engine.

EXPORTABLE OBJECTS FROM NOTE MANAGER TO MYSCRIPT® NOTES

Then, you can select a note, Notes, or a Sticky Note, and export them to the **MyScript® Notes** recognition engine.

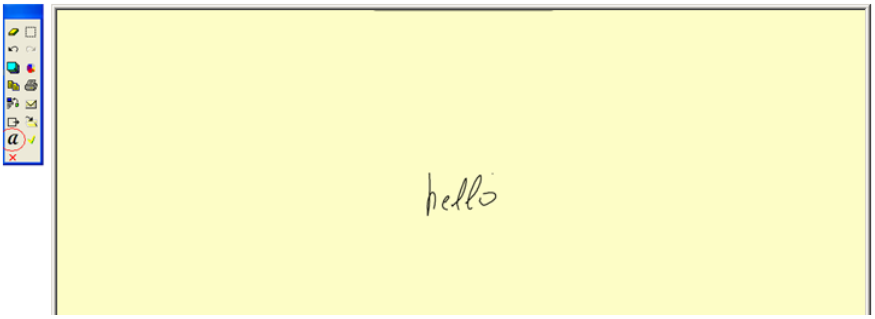
The following objects can be exported to **MyScript® Notes**:

- A New Note
- A single Note from 'Note Manager'
- Multi pages Note from 'Note Manager'
- Sticky Note from 'Note Manager'

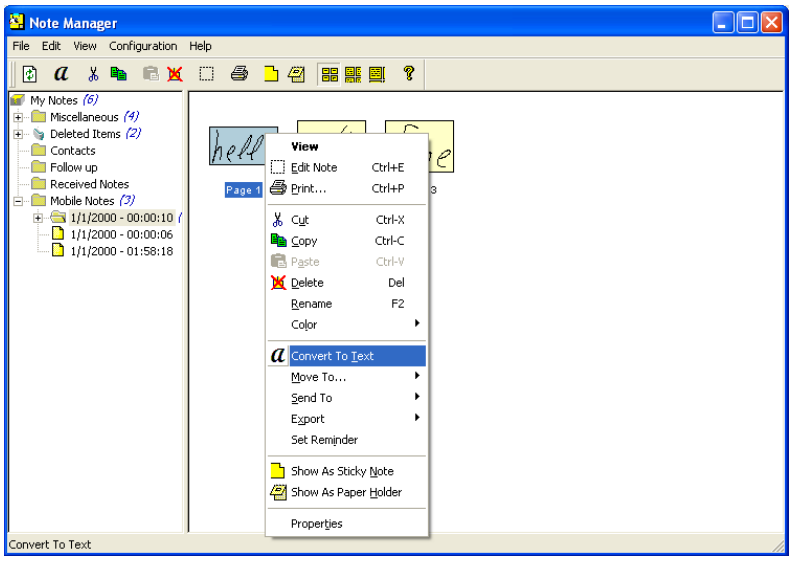
EXPORTING OBJECTS

Use the following methods for each type of object in order to export it to **MyScript® Notes**:

- **A New Note** - Click the 'Convert to Text' toolbar button .

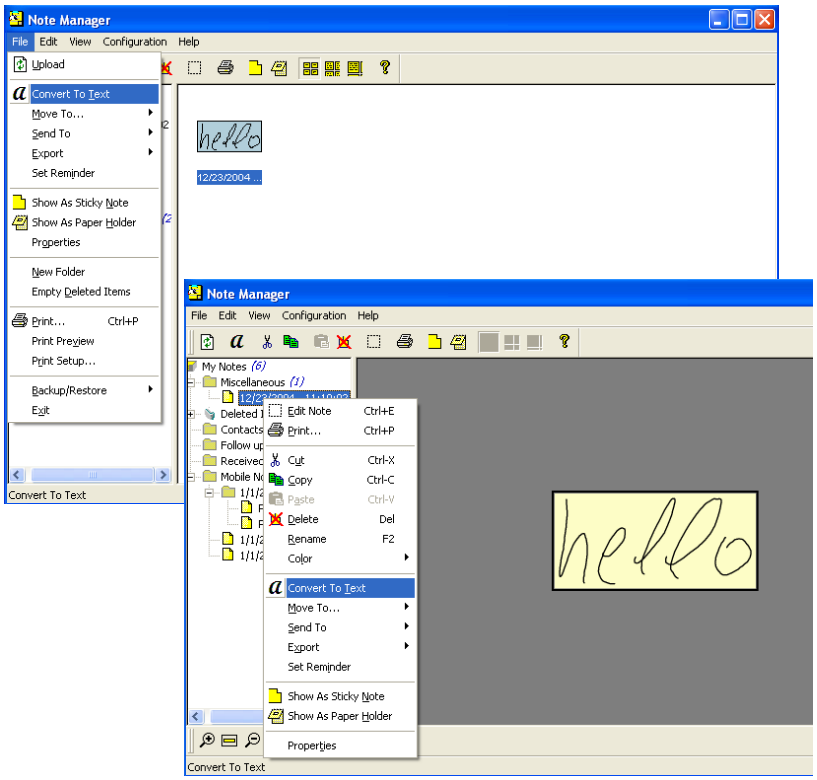


- **A Note from 'Note Manager'** - Right clicking the Note in the thumbnails area



- **Right clicking the Note in the tree area** -

  Selecting a note and selecting "***File*** --> ***Convert to Text***" menu



- **Sticky Note from 'Note Manager'** - Right clicking the 'Sticky Note' and selecting "***Convert to Text***" menu

Your Note will be exported to **MyScript® Notes** application. **MyScript® Notes** will be opened with your Note in the 'Conversion' area. Please refer to the **MyScript® Notes** user guide for more instructions of how to use the **MyScript® Notes** application.

TAKING CARE OF YOUR ULTRAPEN

STORING YOUR ULTRAPEN

- Keep your UltraPen away from liquids and direct sunlight at all times.
- Always store your unit in protected packaging or in the original box.
- Severe shock can cause degradation in performance. Take precautions not to drop the Receiver or Pen onto hard surfaces.

CLEANING YOUR ULTRAPEN

- Clean your UltraPen using a soft cloth.
- Special care must be taken not to insert sharp pointed objects into the ultrasonic transmitting and receiving units

LIMITED WARRANTY

The product has a year of limited warranty. About the warranty rules please refer to the website "http://www.benevo.com.tw/warranty" or contact us via email support@benevo.com.tw.

Remember to log in your product info about warranty, in order to provide you after-sales service.

In no event shall the direct vendor's liability for direct, indirect, special incidental or consequential damages resulting from the use of the product, disk, or its documentation exceed the price paid for the product.

The direct vendor makes no warranty or representation, expressed, implied, or statutory with respect to the contents or use of this documentation, and especially disclaims its quality, performance, merchantability, or fitness for any particular purpose.

The direct vender also reserves the right to revise or update the device or documentation without obligation to notify any individual or entity of such revisions, or updates. For further inquiries please contact your direct vendor.

CONTACT US

Do you need any assistance for installation?

WE'RE HERE TO HELP YOU!

You can:

1. Describe your question, contact information and send an Email to **support@benevo.com.tw**, we will give you proper guidance to help you.
2. Visit our tech support page **http://www.benevo.com.tw/tech** to find the solution and related application.
3. We encourage you to browse Benevo's blog **http://benevo.pixnet.com/**, you will discover more interesting applications and discussions, you can also ask questions or give suggestions on the blog, we are willing to give you feedbacks.
4. Call Benevo tech support line at +886-2-6617-7160 during working hours.

BENEVO Technology Co., Ltd

Website : www.benevo.com.tw Tech Support E-mail : support@benevo.com.tw